KONICA MINOLTA

bizhub 160f

User Manual

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1 Introduction

1 Introduction

1.1 Safety information

This section contains detailed instructions on the operation and maintenance of this machine. To achieve optimum utility of this device, all operators should carefully read and follow the instructions in this manual.

Please read the following section before connecting the machine to the supply. It contains important information related to user safety and preventing equipment problems.

Please keep this manual in a handy place near the machine.

Make sure you observe all of the precautions appear in each section of this manual.

KM_Ver.01E_F

✎ . . .

Note

Some parts of the contents of this section may not correspond with the purchased product.

Warning and precaution symbols

The following indicators are used on the warning labels or in this manual to categorize the level of safety warnings.

⚠ **WARNING**

Ignoring this warnings could cause serious injury or even death.

➔   Do not ignore this safety advices.

⚠ **CAUTION**

Ignoring this cautions could cause injury or damage to property.

➔   Do not ignore this safety advices.

Meaning of symbols

Symbol	Meaning	Example	Meaning
●	A triangle indicates a danger against which you should take precaution.	⚠	This symbol warns against possible causes of burns.
🚫	A diagonal line indicates a prohibited course of action.	🚫	This symbol warns against dismantling the device.
●	A black circle indicates an imperative course of action.	🔌	This symbol indicates you must unplug the device.

Disassemble and modification

⚠ WARNING

Ignoring this warnings could cause serious injury or even death.

→ Do not ignore this safety advices.

Warning	Symbol
• Do not attempt to remove the covers and panels which have been fixed to the product. Some products have a high-voltage part or a laser beam source inside that could cause an electrical shock or blindness.	
• Do not modify this product, as a fire, electrical shock, or breakdown could result. If the product employs a laser, the laser beam source could cause blindness.	
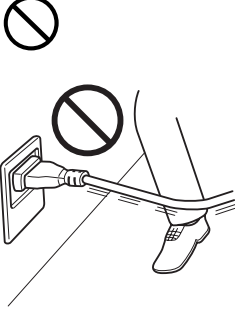
Power cord

⚠ **WARNING**

Ignoring this warnings could cause serious injury or even death.

➔   Do not ignore this safety advices.

Warning	Symbol
• Use only the power cord supplied in the package. If a power cord is not supplied, only use the power cord and plug that is specified in POWER CORD INSTRUCTION. Failure to use this cord could result in a fire or electrical shock.	❗
• Use the power cord supplied in the package only for this machine and NEVER use it for any other product. Failure to observe this precaution could result in a fire or electrical shock.	❗
• Do not scratch, abrade, place a heavy object on, heat, twist, bend, pull on, or damage the power cord. Use of a damaged power cord (exposed core wire, broken wire, etc.) could result in a fire or breakdown. Should any of these conditions be found, immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative.	🚫

Power source

⚠ **WARNING**

Ignoring this warnings could cause serious injury or even death.

➔ Do not ignore this safety advices.

Warning	Symbol
• Use only the specified power source voltage. Failure to do that could result in a fire or electrical shock.	
• Connect power plug directly into wall outlet having the same configuration as the plug. Use of an adapter leads to the product connecting to inadequate power supply (voltage, current capacity, grounding), and may result in fire or shock. If proper wall outlet is not available, the customer shall ask qualified electrician for the installation.	
• Do not use a multiple outlet adapter nor an extension cord in principle. Use of an adapter or an extension cord could cause a fire or electrical shock. Contact your authorized service representative if an extension cord is required.	
• Consult your authorized service representative before connecting other equipment on the same wall outlet. Overload could result in a fire.	

⚠ **CAUTION**

Ignoring this cautions could cause injury or damage to property.

➔ Do not ignore this safety advices.

Caution	Symbol
• The outlet must be near the equipment and easily accessible. Otherwise you can not pull out the power plug when an emergency occurs.	

Power plug

⚠ WARNING

Ignoring this warnings could cause serious injury or even death.

→ Do not ignore this safety advices.

Warning	Symbol
• Do not unplug and plug in the power cord with a wet hand, as an electrical shock could result.	
• Plug the power cord all the way into the power outlet. Failure to do this could result in a fire or electrical shock.	

⚠ CAUTION

Ignoring this cautions could cause injury or damage to property.

→ Do not ignore this safety advices.

Caution	Symbol
• Do not tug the power cord when unplugging. Pulling on the power cord could damage the cord, resulting in a fire or electrical shock.	
• Remove the power plug from the outlet more than one time a year and clean the area between the plug terminals. Dust that accumulates between the plug terminals may cause a fire.	

Grounding

⚠ **WARNING**

Ignoring this warnings could cause serious injury or even death.
➜   Do not ignore this safety advices.
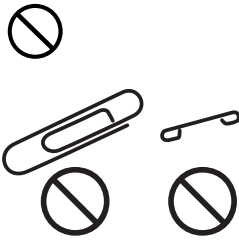
Warning	Symbol
• Connect the power cord to an electrical outlet that is equipped with a grounding terminal.	

Installation

⚠ **WARNING**

Ignoring this warnings could cause serious injury or even death.

➔   Do not ignore this safety advices.

Warning	Symbol
• Do not place a flower vase or other container that contains water, or metal clips or other small metallic objects on this product. Spilled water or metallic objects dropped inside the product could result in a fire, electrical shock, or breakdown. Should a piece of metal, water, or any other similar foreign matter get inside the product, immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative.	🚫

⚠ **CAUTION**

Ignoring this cautions could cause injury or damage to property.

➔   Do not ignore this safety advices.

Caution	Symbol
• After installing this product, mount it on a secure base. If the unit moves or falls, it may cause personal injury.	❗
• Do not place the product in a dusty place, or a site exposed to soot or steam, near a kitchen table, bath, or a humidifier. A fire, electrical shock, or breakdown could result.	🚫
• Do not place this product on an unstable or tilted bench, or in a location subject to a lot of vibration and shock. It could drop or fall, causing personal injury or mechanical breakdown.	🚫
• Do not let any object plug the ventilation holes of this product. Heat could accumulate inside the product, resulting in a fire or malfunction.	🚫
• Do not use flammable sprays, liquids, or gases near this product, as a fire could result.	🚫

Ventilation

⚠ **CAUTION**

Ignoring this cautions could cause injury or damage to property.

➔ Do not ignore this safety advices.

Caution	Symbol
• Always use this product in a well ventilated location. Operating the product in a poorly ventilated room for an extended period of time could injure your health. Ventilate the room at regular intervals.	

Actions in response to troubles

⚠ WARNING

Ignoring this warnings could cause serious injury or even death.

➔   Do not ignore this safety advices.

Warning	Symbol
• Do not keep using this product, if this product becomes inordinately hot or emits smoke, or unusual odor or noise. Immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative. If you keep on using it as is, a fire or electrical shock could result.	
• Do not keep using this product, if this product has been dropped or its cover damaged. Immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative. If you keep on using it as is, a fire or electrical shock could result.	

⚠ CAUTION

Ignoring this cautions could cause injury or damage to property.

➔   Do not ignore this safety advices.

Caution	Symbol
• The inside of this product has areas subject to high temperature, which may cause burns. When checking the inside of the unit for malfunctions such as a paper misfeed, do not touch the locations (around the fusing unit, etc.) which are indicated by a "Caution HOT" caution label.	

Consumables

⚠ **WARNING**

Ignoring this warnings could cause serious injury or even death.

➜ Do not ignore this safety advices.

Warning	Symbol
• Do not throw the toner cartridge or toner into an open flame. The hot toner may scatter and cause burns or other damage.	🚫

⚠ **CAUTION**

Ignoring this cautions could cause injury or damage to property.

➜ Do not ignore this safety advices.

Caution	Symbol
• Do not leave a toner unit or drum unit in a place within easy reach of children. Licking or ingesting any of these things could injure your health.	🚫
• Do not store toner units and PC drum units near a floppy disk or watch that are susceptible to magnetism. They could cause these products to malfunction.	🚫

When moving the machine

⚠ CAUTION

Ignoring this cautions could cause injury or damage to property.

➜   Do not ignore this safety advices.

Caution	Symbol
• Whenever moving this product, be sure to disconnect the power cord and other cables. Failure to do this could damage the cord or cable, resulting in a fire, electrical shock, or breakdown.	
• When moving this product, always hold it by the locations specified in the User's Guide or other documents. If the unit falls it may cause severe personal injury. The product may also be damaged or malfunction.	

Before successive holidays

⚠ CAUTION

Ignoring this cautions could cause injury or damage to property.

➜   Do not ignore this safety advices.

Caution	Symbol
• Unplug the product when you will not use the product for long periods of time.	

1.2 Regulation notices

CE Marking (Declaration of conformity)

This product complies with the following EU directives:
89/336/EEC, 73/23/EEC and 93/68/EEC directives.
This declaration is valid for the region of the European Union.

⚠ CAUTION

Interference with radio communications.

➔ This device must be used with shielded interface cables. The use of non-shielded cable is likely to result in interference with radio communications and is prohibited under EU directives.

For U.S.A. Users
FCC Part 15-Radio frequency devices

FCC: Declaration of conformity	
Product type	Multi function product
Product name	bizhub 160/161
Options	

This device complies with Part 15 of the FCC Rules
Operation is subject to the following two conditions:
- This device may not cause harmful interference, and this device must accept any interference received, including interference that may cause undesired operation.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interface by one or more of the following measures:

● Reorient or relocate the receiving antenna.
● Increase the separation between the equipment and receiver.
● Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
● Consult the dealer or an experienced radio/TV technician for help.

⚠ **WARNING**

Any changes made by the purchaser or user without first contacting the manufacturer will be subject to penalty under FCC regulations.

➔ The design and production of this unit conform to FCC regulations, and any changes or modifications must be registered with the FCC and are subject to FCC control.

⚠ **CAUTION**

Interference to radio communications.

➔ This device must be used with shielded interface cables. The use of non-shielded cable is likely to result in interference with radio communications and is prohibited under FCC rules.

For Canada Users
Interference-Causing Equipment Standard (ICES-003 Issue 3)

This Class B digital apparatus complies with Canadian ICES-003.
Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

For users in countries subject to class B regulations

⚠ CAUTION

Interference with radio communications.
➔ This device must be used with shielded interface cables. The use of non-shielded cable is likely to result in interference with radio communications and is prohibited under CISPR 22 rules and local rules.

For users in countries not subject to class B regulations

⚠ WARNING

Interference with radio communications.
➔ This is a class A product. In a domestic environment, this product may cause radio interference in which case the user may be required to take adequate measures.
➔ This device must be used with shielded interface cables. The use of non-shielded cable is likely to result in interference with radio communications and is prohibited under CISPR 22 rules and local rules.

Laser safety

This is a digital machine which operates using a laser. There is no possibility of danger from the laser provided the machine is operated according to the instructions in this manual.

Since radiation emitted by the laser is completely confined within a protective housing, the laser beam cannot escape from the machine during any phase of user operation.

This machine is certified as a class 1 laser product. In other words, the machine does not produce hazardous laser radiation.

Internal laser radiation

Specifications	
Maximum average radiation power	36.903 µW at the laser aperture of the print head unit
Wavelength	770-800 nm

This product employs a class 3b laser diode that emits an invisible laser beam.

The laser diode and the scanning polygon mirror are incorporated in the print head unit.

⚠ **WARNING**

Incorrect handling may result in hazardous radiation exposure.

➜ The print head unit is not a field-serviceable item.

➜ Therefore, the print head unit should not be opened under any circumstances.

Print head
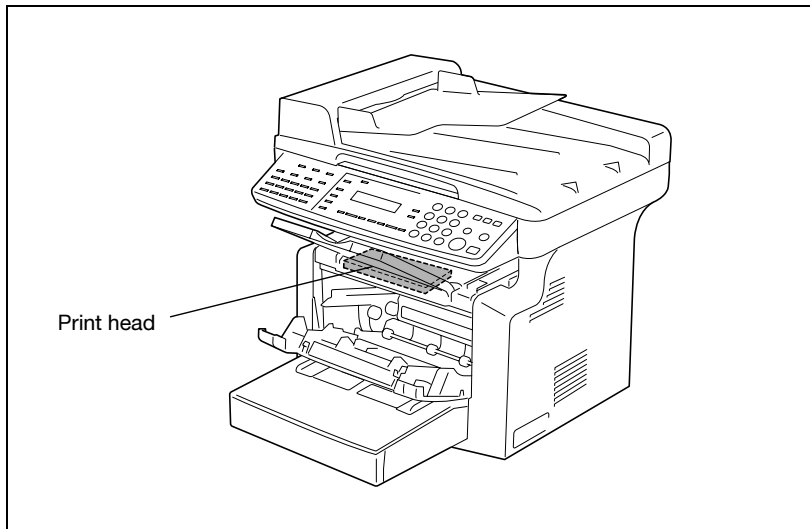
CDRH regulation

This machine is certified as a class 1 laser product under radiation performance standard according to the Food, Drug and Cosmetic Act of 1990. Compliance is mandatory for laser products marketed in the United States and is reported to the Center for Devices and Radiological Health (CDRH) of the U.S. Food and Drug Administration of the U.S. Department of Health and Human Services (DHHS). This means that the device does not produce hazardous laser radiation.

The label shown on page 1-22 indicates compliance with the CDRH regulations and must be attached to laser products marketed in the United States.

⚠ **CAUTION**

Incorrect handling may result in hazardous radiation exposure.
➜ Use of controls, adjustments or performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

This is a semiconductor laser. The maximum power of the laser diode is 15 mW and the wavelength is 770-800 nm.

For European users

⚠ **CAUTION**

Incorrect handling may result in hazardous radiation exposure.
➜ Use of controls, adjustments or performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

This is a semiconductor laser. The maximum power of the laser diode is 15 mW and the wavelength is 770-800 nm.

For Denmark users

⚠ **ADVARSEL**

Usynlig laserstråling ved åbning, når sikkerhedsafbrydere er ude af funktion.

➜   Usynlig laserstråling ved åbning, når sikkerhedsafbrydere er ude af funktion. Undgå udsættelse for stråling. Klasse 1 laser produkt der opfylder IEC60825 sikkerheds kravene.

Dette er en halvlederlaser. Laserdiodens højeste styrke er 15 mW og bølgelængden er 770-800 nm.

For Finland, Sweden users

LOUKAN 1 LASERLAITE
KLASS 1 LASER APPARAT

⚠ **VAROITUS**

Tämä on puolijohdelaser.

➜   Laitteen Käyttäminen muulla kuin tässä käyttöohjeessa mainitulla tavalla saattaa altistaa käyttäjän turvallisuusluokan 1 ylittävälle näkymättömälle lasersäteilylle.

Tämä on puolijohdelaser. Laserdiodin sunrin teho on 15 mW ja aallonpituus on 770-800 nm.

⚠ **VARNING**

Det här är en halvledarlaser.

➜   Om apparaten används på annat sätt än i denna bruksanvisning specificerats, kan användaren utsättas för osynlig laserstrålning, som överskrider gränsen för laserklass 1.

Det här är en halvledarlaser. Den maximala effekten för laserdioden är 15 mW och våglängden är 770-800 nm.

⚠ VAROITUS

Avattaessa ja suojalukitus ohitettaessa olet alttiina näkymättömälle lasersäteilylle.

➜ Älä katso säteeseen.

⚠ VARNING

Osynlig laserstrålning när denna del är öppnad och spärren är urkopplad.

➜ Betrakta ej strålen.

For Norway users

⚠ ADVARSEL!

Dette en halvleder laser.

➜ Dersom apparatet brukes på annen måte enn spesifisert i denne bruksanvisning, kan brukeren utsettes for unsynlig laserstråling som overskrider grensen for laser klass 1.

Dette en halvleder laser. Maksimal effekt till laserdiode er 15 mW og bølgelengde er 770-800 nm.

Laser safety label

A laser safety label is attached to the outside of the machine as shown below.
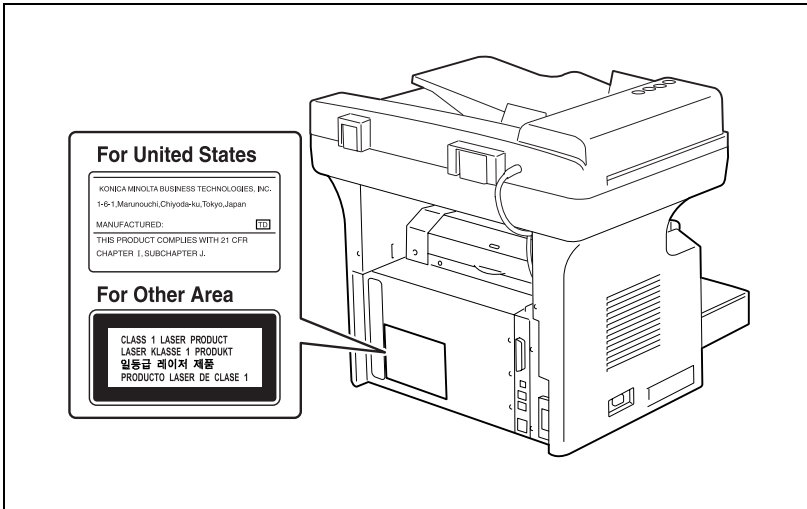
Ozone release

⚠ CAUTION

A negligible amount of ozone is generated during normal operation of this machine.
An unpleasant odor may, however, be created in poorly ventilated rooms during extensive machine operations. For a comfortable, healthy, and safe operating environment, it is recommended that the room be well ventilated.

➔ Locate the machine in a well-ventilated room.

⚠ ATTENTION

Une quantité d'ozone négligable est dégagée pendant le fonctionnement de l'appareil quand celui-ci est utilisé normalement.
Cependant, une odeur désagréable peut être ressentie dans les pièces dont l'aération est insuffisante et lorsque une utilisation prolongée de l'appareil est effectuée. Pour avoir la certitude de travailler dans un environnement réunissant des conditions de confort, santé et de sécurité, il est préférable de bien aérer la pièce ou se trouve l'appareil.

➔ Placer l'appareil dans une pièce largement ventilée.

Acoustic noise

For European users

Maschinenlärminformations-Verordnung 3. GPSGV: Der höchste Schalldruckpegel beträgt 70 dB(A) oder weniger gemäss EN ISO 7779.

1.3 Energy Star®

Energy Star® partner
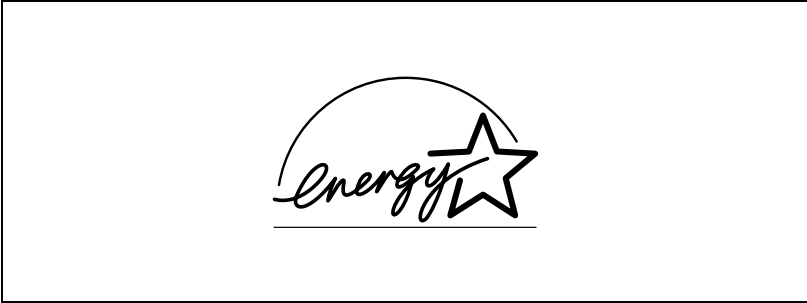
As an Energy Star® partner, we have determined that this machine meets the Energy Star® guidelines for energy efficiency.

What is an Energy Star® product?

An Energy Star® product has a special feature that allows it to automatically switch to a "low-power mode" after a period of inactivity. An Energy Star® product uses energy more efficiently, saves you money on utility bills and helps protect the environment.

1.4 Trademarks and registered trademarks

KONICA MINOLTA, KONICA MINOLTA Logo, and The essentials of imaging are registered trademarks or trademarks of KONICA MINOLTA HOLDINGS, INC.

PageScope and bizhub are registered trademarks or trademarks of KONICA MINOLTA BUSINESS TECHNOLOGIES, INC.

Netscape Communications, the Netscape Communications logo, Netscape Navigator, Netscape Communicator, and Netscape are trademarks of Netscape Communications Corporation.

PageScope Box Operator:
This software is based in part on the work of the Independent JPEG Group.

Compact-VJE
Copyright 1986-2003 VACS Corp.

1.5 Explanation of manual conventions

The marks and text formats used in this manual are described below.

Safety advices

⚡ DANGER

Failure to observe instructions highlighted in this manner may result in fatal or critical injuries in fact of electrical power.

➔ Observe all dangers in order to prevent injuries.

⚠ WARNING

Failure to observe instructions highlighted in this manner may result in serious injuries or property damage.

➔ Observe all warnings in order to prevent injuries and to ensure safe use of the copier.

⚠ CAUTION

Failure to observe instructions highlighted in this manner may result in slight injuries or property damage.

➔ Observe all cautions in order to prevent injuries and to ensure safe use of the copier.

Sequence of action

1 The number 1 as formatted here indicates the first step of a sequence of actions.

2 Subsequent numbers as formatted here indicate subsequent steps of a sequence of actions.

? Text formatted in this style provides additional assistance.

➔ Text formatted in this style describes the action that will ensure the desired results are achieved.

An illustration inserted here shows what operations must be performed.

Tips

✎ **...**
Note
Text highlighted in this manner contains useful information and tips to ensure safe use of the copier.

✎ **...**
Reminder
Text highlighted in this manner contains information that should be reminded.

🔍
Detail
Text highlighted in this manner contains references for more detailed information.

Special text markings

[Copy] key
The names of keys on the control panel are written as shown above.

MACHINE SETTING
Display texts are written as shown above.

1.6 Explanation of basic concepts and symbols

The use of words and symbols in this manual are explained below.

Paper feeding

During printing, paper is supplied from the right side of the copier and fed into the copy tray on top with the printed surface of the page facing down. The paper feed direction is shown by the arrows in the diagram below.
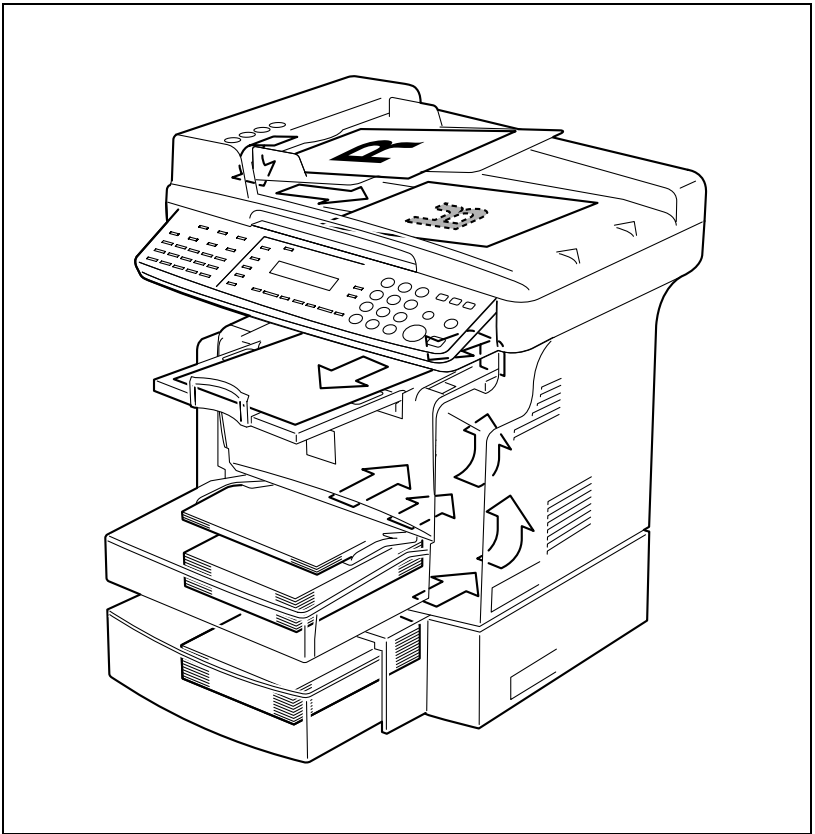
Width and length

Whenever paper dimensions are mentioned in this manual, the first value always refers to the width of the paper (shown as "A" in the illustration) and the second to the length (shown as "B").

A: Width

B: Length
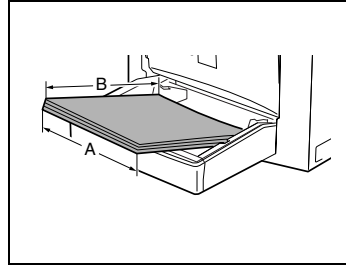
2 Precaution

2 Precaution

Observe the following precautions to maintain the machine in its best possible condition.

2.1 Installation precautions

Installation site

To ensure utmost safety and prevent possible malfunctions, install the machine in a location that meets the following requirements:

- A location away from curtains, etc. that may catch fire and burn easily
- A location that is not exposed to water or other liquids
- A location free from direct sunlight
- A location out of the direct airflow of an air conditioner or heater, and not exposed to extremely high or low temperatures
- A well-ventilated location
- A location that is not exposed to high humidity
- A location that is not extremely dusty
- A location not subjected to undue vibrations
- A stable and level location
- A location where ammonia or other organic gases are not generated
- A location that does not put the operator in the direct airflow of exhaust from the machine
- A location that is not near any kind of heating devices

Power source

The power source requirements are as follows.

- Voltage fluctuation:
  AC 110 V - 127 V -10%, +6%, or AC 220 V - 240 V ±10%
- Frequency fluctuation:
  Within ±2.5 Hz

Use a power source with as few voltage or frequency fluctuations as possible.

Space requirements

To ensure easy machine operation, supply replacement, and maintenance, adhere to the recommended space requirements detailed below.

Unit:mm

✎ **. . .**
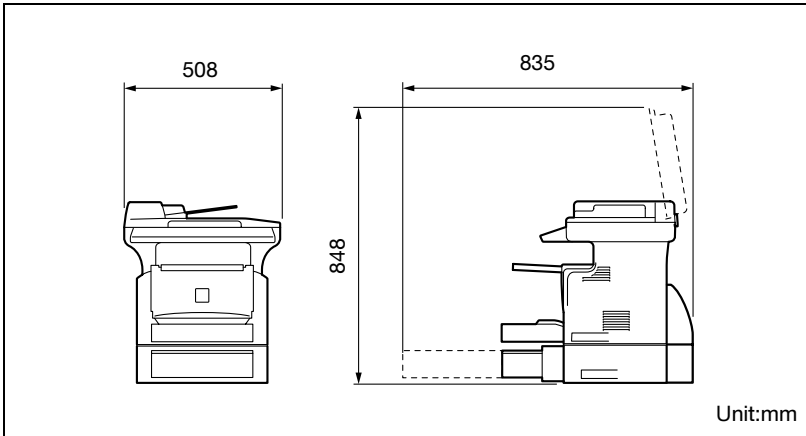
Note

In order to enable easy machine maintenance and replacement of consumables, maintain an adequate amount of space around the machine.

When lifting the machine, be sure to grab the handles on the left and right sides from the rear of the machine. If the machine is lifted from its front, it may become unbalanced and fall.

2.2 Operation precautions

Operating environment

The environmental requirements for correct operation of the machine are as follows:
● Temperature:
  10°C to 30°C (50°F to 86°F) with fluctuations of no more than 10°C (18°F) within an hour
● Humidity:
  15% to 85% with fluctuations of no more than 20% within an hour

Proper use

To ensure the optimum performance of the machine, follow the precautions listed below:
● Never place heavy objects on the original glass or subject it to shocks.
● Never open any machine doors or turn off the machine while it is making copies/printing, as a paper misfeed could result.
● Never bring any magnetized object, or use flammable sprays or liquids, near the machine.
● Always make sure that the power plug is completely plugged into the electrical output.
● Always make sure that the machine's power plug is visible and not hidden by the machine.
● Always unplug the machine from the electrical outlet if the machine is not to be used for a long period of time.
● Always provide good ventilation when making a large number of continuous copies/printed pages.

⚠ WARNING

A negligible amount of ozone is generated during normal operation of this machine. An unpleasant odor may, however, be detected in poorly ventilated rooms during extensive machine operations.
➔ For a comfortable operating environment, it is recommended that the room be well ventilated.

⚠ WARNING

The area around the fusing unit is extremely hot.
➔ In order to reduce the risk of burns, do not touch any area other than those indicated in the manual. Be especially careful not to touch parts marked with warning labels, and their surrounding areas.

Transporting the machine

If you need to transport the machine over a long distance, consult your service representative.

Care of machine supplies

Use the following precautions when handling the machine supplies (toner, paper, etc.).
● Store the supplies in a location that meets the following requirements:
– Free from direct sunlight
– Away from any heating apparatus
– Not subjected to high humidity
– Not extremely dusty
● Paper that has been removed from its wrapper but not loaded in the machine should be stored in a sealed plastic bag in a cool, dark place.
● Use only toner that has been manufactured specifically for this machine. Never use other types of toner.
● Keep all supplies out of the reach of children.

⚠ WARNING

Be careful not to spill toner inside the machine or get toner on your clothes or hands.
➔   If your hands become soiled with toner, immediately wash them with soap and water.

2.3 Legal restrictions on copying

Certain types of documents must not be copied with the purpose or intent to pass copies of such documents off as the originals.

The following is not a complete list, but is meant to be used as a guide to responsible copying.

Financial instruments
- Personal checks
- Travelers checks
- Money orders
- Certificates of deposit
- Bonds or other certificates of indebtedness
- Stock certificates

Legal documents
- Food stamps
- Postage stamps (canceled or uncanceled)
- Checks or drafts drawn by government agencies
- Internal revenue stamps (canceled or uncanceled)
- Passports
- Immigration papers
- Motor vehicle licenses and titles
- House and property titles and deeds

General
- Identification cards, badges, or insignias
- Copyrighted works without permission of the copyright owner

In addition, it is prohibited under any circumstances to copy domestic or foreign currencies, or works of art, without permission of the copyright owner.

When in doubt about the nature of a document, consult with legal counsel.
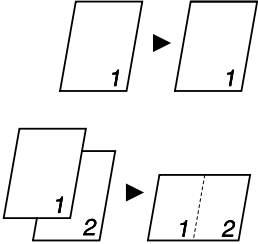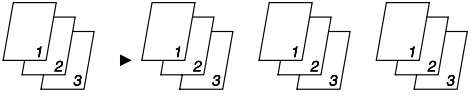
3 Before making copies or faxing
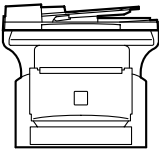
3 Before making copies or faxing

3.1 Available features

The main copy settings available with this machine are listed below. For details on their operation, refer to the pages indicated.

Copy settings	Example
Copies • 1-sided copies (p. 4-3) • 2in1 copies (p. 4-14)	
Zoom ratio • Reduced/Full size/ Enlarged (p. 4-10)	
Finishing • Sort (p. 4-15)	

3.2 Components and their functions

Components and their functions	Illustration
Main unit bizhub 160f	
Paper feed unit PF-501 (option) Capable of holding up to 500 sheets of paper.	

Expanded memory unit EM-101 (option)
Increases the machine's memory (32 MB Memory). By increasing the machine's memory, more pages can be scanned.

Mechanical counter MC-502 (option)
Displays the total number of pages printed until the current time.

Network interface card NC-501 (option)
By installing the Network Interface Card NC-501 into this machine, network printing from Windows or a NetWare network environment is possible.

Scanner Unit SU-502 (option)
By installing the Scanner Unit SU-502 (option) together with the Network Interface Card NC-501, the network scanning and Internet faxing functions can be performed.

3.3   Parts names and their functions

Main unit
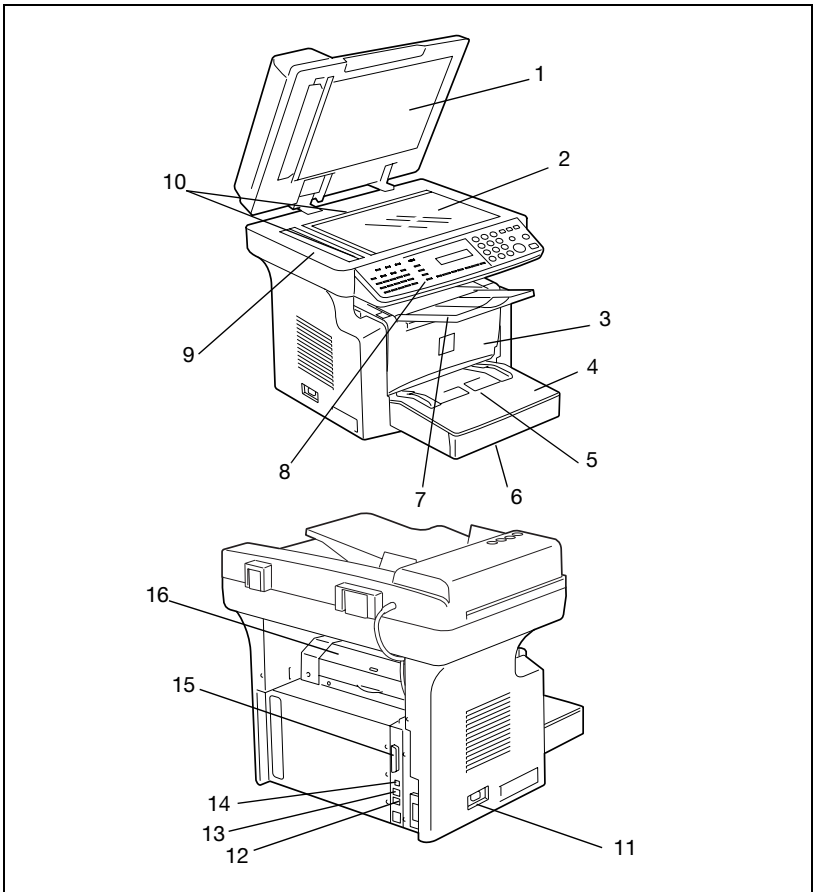
No.	Part name	Description
1	Automatic document feeder	Automatically feeds one document sheet at a time for scanning.
2	Original glass	Place your original on this glass to allow the machine to scan it. The original is to be placed face down. (p. 3-35)
3	Front cover	Open when replacing the toner cartridge or drum cartridge, or clearing a paper misfeed. (p. 8-6)
4	Tray 1	Holds up to 250 sheets of paper and easily adjusts to different paper sizes. Special paper can be used. (p. 3-26)

No.	Part name	Description
5	Bypass tray	Use for manual feeding of paper. Holds up to 10 sheets of paper. Special paper can be used. (p. 3-31)
6	Tray 1 door	If legal-size paper is installed, open this door.
7	Copy tray	Holds copies fed out face down from the machine. The copy tray can be adjusted to one of three angles. Adjust the copy tray to the angle appropriate for its application. (p. 3-9)
8	Control panel	Use to start a copy cycle and make necessary settings. (p. 3-12)
9	Exposure lamp	This lamp irradiates the document when it is scanned. The time until the exposure lamp goes off can be specified. For details on specifying the setting, refer to "Selecting the MACHINE SETTING menu" on page 7-6.
10	Original scales	Use to align the original. (p. 3-35)
11	Power switch	Use to turn the machine on and off. (p. 3-18)
12	External telephone jack (TEL PORT)	Used for connecting a line to a telephone.
13	Telephone line jack for line 1 (LINE PORT 1)	Used for connecting to a standard telephone line.
14	USB port	For more details, refer to the user's guide for the printer controller.
15	Parallel port	For more details, refer to the user's guide for the printer controller.
16	Fuser cover	Open when clearing the misfed paper.

Automatic document feeder
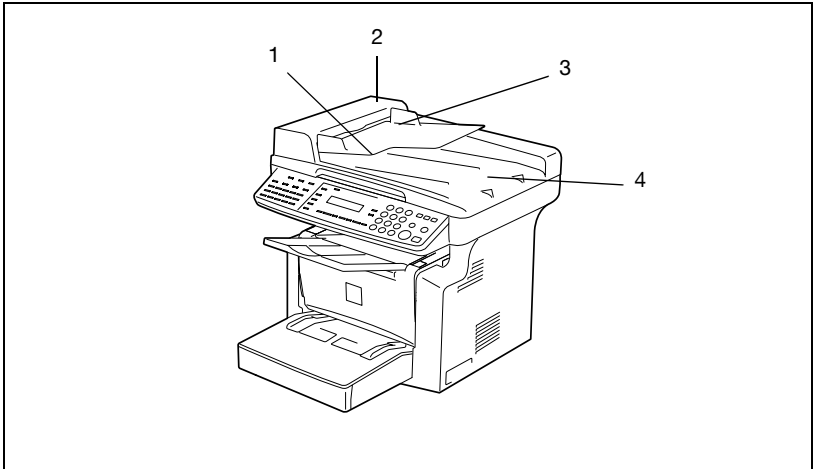
No.	Part name	Description
1	Document feeder tray	Load the originals to be copied face up on this tray. Up to 50 document sheets can be loaded at one time. (p. 3-34)
2	Document feeder cover (doc. feed cover)	Open when clearing an original that has been misfeed. (p. 8-22)
3	Document guide plate	Slide the guide plate to the size of the originals. (p. 3-34)
4	Document exit tray	Receives originals which have been scanned by the machine.

Inside the machine
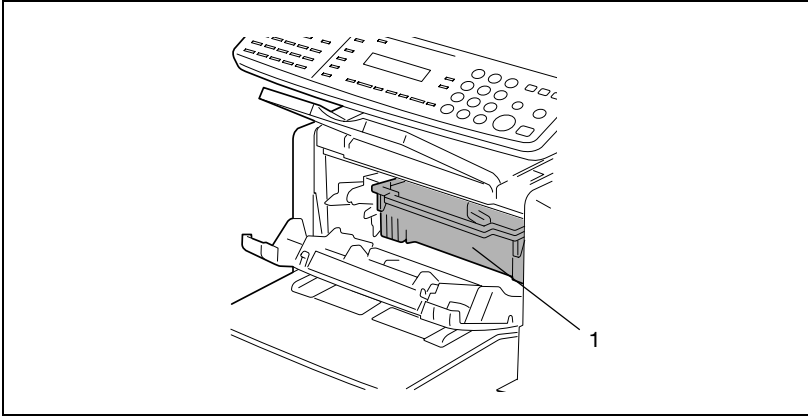
No.	Part name	Description
1	Imaging cartridge	Generates the copy image. The imaging cartridge is constructed of both the drum cartridge and the toner cartridge set into place.

Adjusting the angle of the copy tray

The copy tray can be adjusted to one of three angles. Adjust the tray to the angle appropriate for the desired application.

1. Normal operation (standard position)
2. When back curled paper is fed out
3. When clearing a paper misfeed or replacing the drum cartridge or toner cartridge
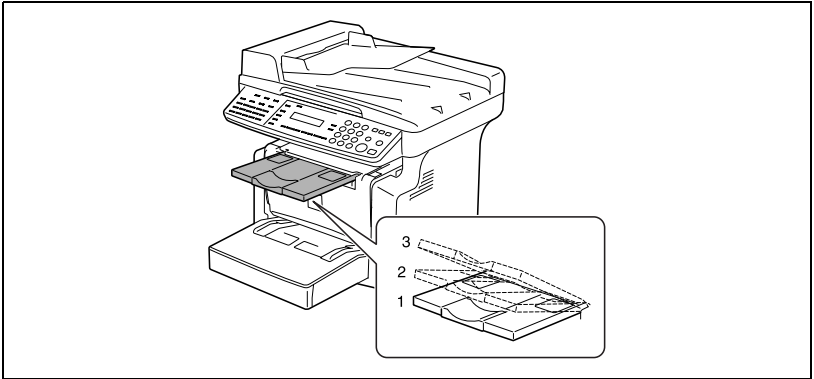
✎ . . .
Note
Adjust the tray extension and paper stopper to fit the size of the paper.
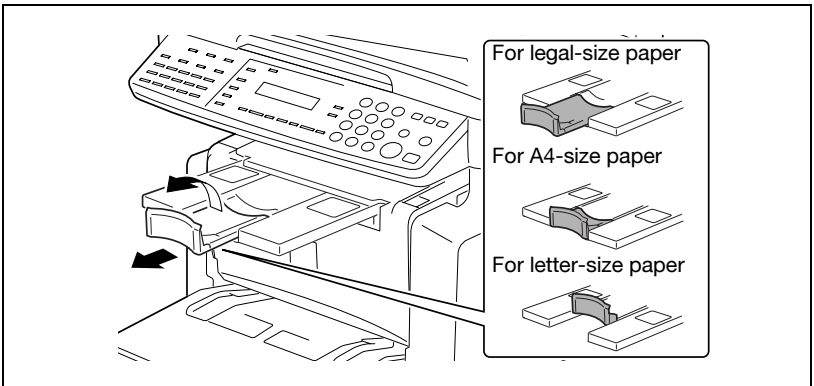
Options
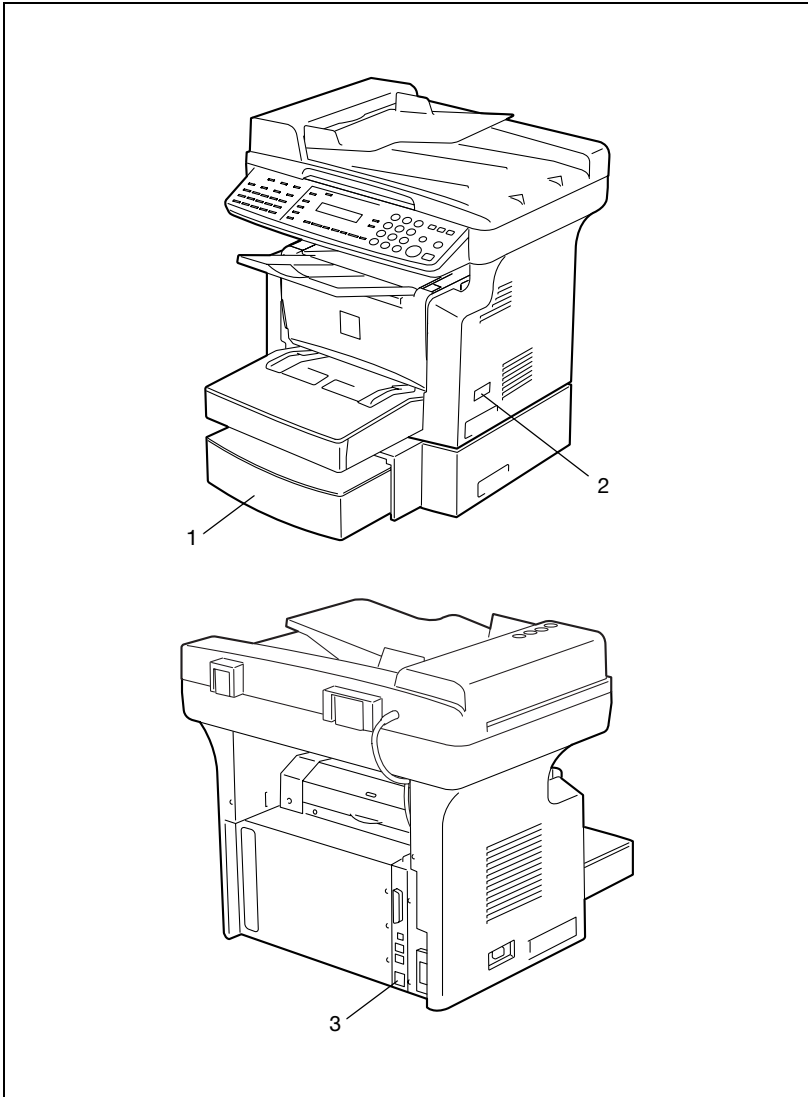
Paper Feed Unit PF-501

No.	Part name	Description
1	Tray2	Holds up to 500 sheets of paper. (p. 3-32)

Mechanical Counter MC-502

No.	Part name	Description
2	Counter	Displays the total number of pages printed until the current time.

Network Interface Card NC-501

No.	Part name	Description
3	Network connector (10 Base-T/100 Base TX)	By installing the Network Interface Card NC-501 into this machine, network printing from Windows or a NetWare network environment is possible.

3.4 Control panel

Names of control panel parts and their functions
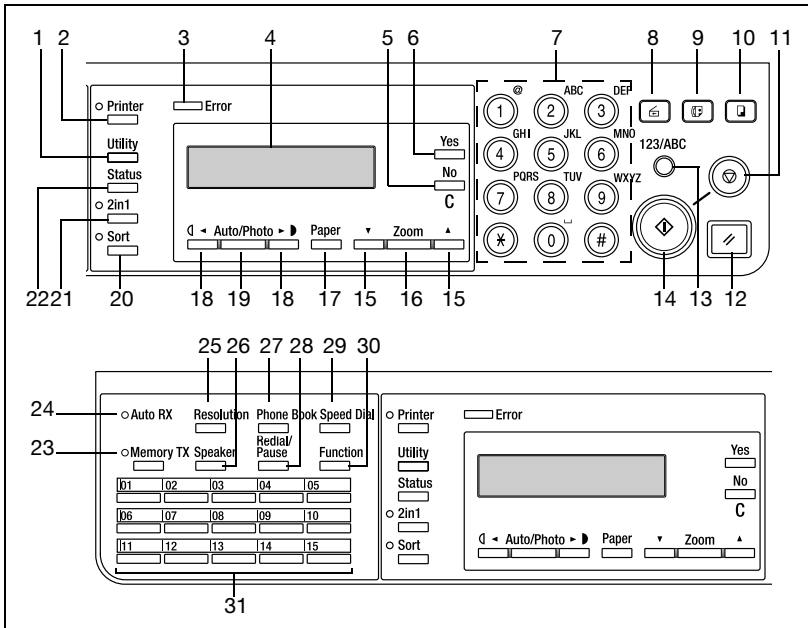
No.	Part name	Description
1	[Utility] key	Press to enter utility mode. (p. 7-3)
2	[Printer] key	Press to enter printer mode. For details, refer to the user's guide for the printer controller.
3	Error lamp	The indicator lights up in orange if an error or malfunction occurs. (p. 8-3)
4	Display	Shows the number of copies to be made, the zoom ratio, and other setting date.
5	[No/C] key	• Press to reset the number of copies to "1". • Press to clear the various settings. • Press to return to the previous screen. • Press to specify the various settings. • Erases the entered numbers and letters.
6	[Yes] key	• Press to validate the setting just made. • Press to specify the various settings.
7	10-key pad	• Use to enter the number of copies to be made and any other numeric date. • Used to enter text such as a name. • In the fax mode, use the [✱] key for tone transmission (with pulse dialing) and use the [#] key for accessing an outside line.

No.	Part name	Description
8	[Scan] key	Press to enter scan mode. The indicator lights up in green to indicate that the machine is in scan mode. (Available only when the Scanner Unit SU-502 is installed.)
9	[Fax] key	Press to enter fax mode. The indicator lights up in green to indicate that the machine is in fax mode.
10	[Copy] key	Press to enter copy mode. The indicator lights up in green to indicate that the machine is in copy mode.
11	[Stop] key	• Press to stop a print cycle. • Press to stop a scanning sequence. • Stops the fax transmission or reception. • The indicator flashes in orange when the machine is paused or while copying.
12	[Panel reset] key	Press to reset all copy functions and settings to their defaults.
13	[123/ABC] key	Press to switch the 10-key pad between typing in numbers and typing in letters.
14	[Start] key	• Press to start a scanning or print cycle. • Starts a fax transmission. • Press to specify the various settings. • The indicator lights up in green when the machine can accept copy jobs.
15	[▲] [▼] key	• Press to change the zoom ratio in the range between × 0.25 and × 4.00 in × 0.01 increments. • Press to scan through the various settings and information, in order. • Press to specify the various settings.
16	[Zoom] key	Press to select a zoom ratio from among those fixed ratios available as standard.
17	[Paper] key	Press to select the paper tray that contains the desired paper.
18	[◄] [►] key	• Press to adjust the image density. • Press to specify the various settings.
19	[Auto/Photo] key	Press to change the image density mode.
20	[Sort] key	Press to select the sort function.
21	[2in1] key	Press to select the 2in1 function.
22	[Status] key	Press to view the counters and transmission results. In addition, the list of settings specified for each function and the reports can be printed. (p. 3-40)
23	Memory TX lamp	Lights up when the memory transmission function is selected.
24	Auto RX lamp	Lights up when the automatic reception function is selected.
25	[Resolution] key	Used to select the image quality (transmission resolution).
26	[Speaker] key	Press to answer the call. Press again to hang up.
27	[Phone book] key	Used to display the information programmed for one-touch dialing, group dialing and speed dialing.
28	[Redial/Pause] key	• Redials the last number called. • While dialing, used to generate a pause when transferring from an internal to an external line or receiving information services.

No.	Part name	Description
29	[Speed dial] key	Used to dial previously programmed fax numbers represented by 3-digit numbers.
30	[Function] key	Used to select a function. • BROADCAST (broadcast transmission), TIMER TX (timer transmission), MAILBOX TX (mailbox transmission), PRINT MAILBOX RX (retrieve mailbox faxes), POLLING TX (polling transmission), POLLING RX (polling reception), RELAY INITIATE (relay initiation transmission), CANCEL RESERV. (cancel queued job), TX MODE (transmission mode), INTERNET FAX RX (with the Scanner Unit SU-502 installed) For details, refer to "Fax transmission/Reception methods" on page 6-3.
31	One-touch dial keys	Used to dial previously programmed fax numbers.

Display indications – in copy mode

```
        1              2              3
    ┌─────────────────────────────────────┐
    │  TEXT    x1.00          1 │
    │  ◁[A] ▶  ¹A4◁             │
    └─────────────────────────────────────┘
        4              5
```
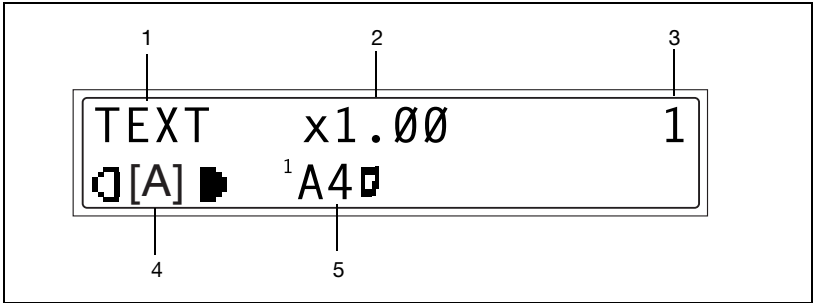
No.	Display indication	Description
1	Document type	Displays the document type currently specified for the image density.
2	Zoom ratio	Displays the currently specified zoom ratio.
3	Number of copies	Displays the currently specified number of copy pages and number of copy sets.
4	Image density	Displays the currently specified image density.
5	Paper	Displays the currently selected paper tray, paper size and paper type.

Display indications – in fax mode

```
            3      4    5        6

  2 ──┌────────────────────────┐
      │16:00 STD ▣    100%     │
  1 ──│-SET DOC.FACE UP-       │
      └────────────────────────┘


  1 ──┌────────────────────────┐
      │SCAN BOOK(A4▱)          │
  2 ──│ SCAN=YES   (SIZE=▼)    │
      └────────────────────────┘
```
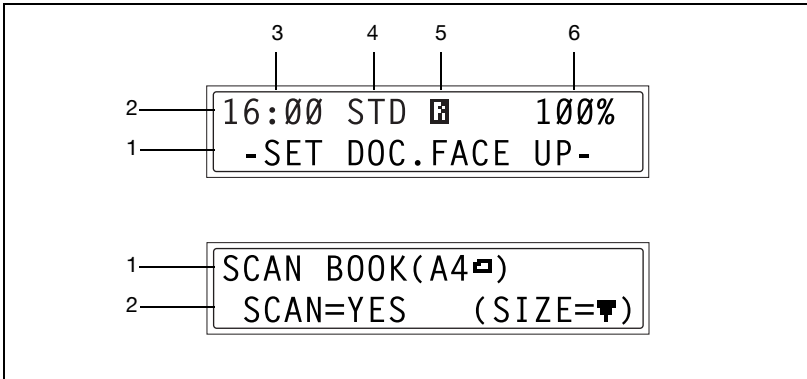
No.	Display indication	Description
1	Messages	Displays messages such as operating instructions.
2	Mode or function name	• Displays the current menu, function or settings. • Error messages are displayed when errors occur.
3	Time	The current time is displayed during standby.
4	Resolution	The setting resolution is displayed during standby.
5	Symbol	Indicates the currently selected mode or function settings.
6	Memory	The remaining memory is displayed during standby.

Symbol list

Symbol		Description
	Bypass tray	Paper is loaded in the bypass tray.
	Custom paper size	The paper setting for the bypass tray is a custom paper size.
	Dialing	A fax number is being dialed.
	Ringing	The machine is being called.
	Sending	The document is being sent.
	Receiving	A document is being received.
	In standby for timer transmission	A document is queued for timer transmission.
	In standby for polling transmission	A document is queued for polling transmission.
	In standby for mailbox reception	A document is queued for mailbox reception.
	In standby for memory reception or polling reception	A document is queued for memory reception or polling reception.

3.5   Turning the machine on/off

Turning the machine on

➜   Press the | (on) side of the power
     switch.

     When the machine is turned on, the
     [Start] key indicator lights up in or-
     ange to indicate that the machine is
     ready to begin printing.
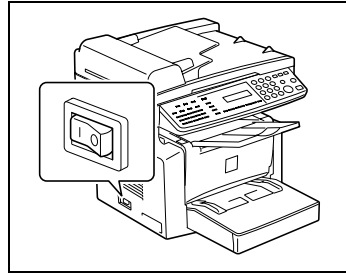
✎ **. . .**
Note

When the [Start] key indicator lights up
in orange, the machine can be set for the auto print start function by load-
ing a document into the automatic document feeder or by placing a doc-
ument on the original glass, and pressing the [Start] key.

Pressing the [Start] key at this time will not immediately start the print cy-
cle. You will have to wait for less than 25 seconds (at an ambient temper-
ature of 23°C (73.4°F))

🔍
Detail

The machine automatically enters the energy save mode 15 min after the
last operation is performed. The time until the machine enters energy
save mode can be specified. For details, refer to "Specifying ENERGY
SAVE MODE" on page 7-8.

Turning the machine off

⚠ CAUTION

Incorrect handling can cause paper misfeed or lost of data.

➔ Do not turn off the machine while a print cycle is being performed, as a paper misfeed will result. Before attempting to turn off the machine, always be sure that the current print cycle has been completed.

➔ Do not turn off the machine while it is scanning or sending or receiving data, otherwise all scanned data or transmission data will be deleted.

➔ Press the ◯ (off) side of the power switch.

Turning off the machine will initialize all settings except those for previously programmed jobs and for the utility mode.
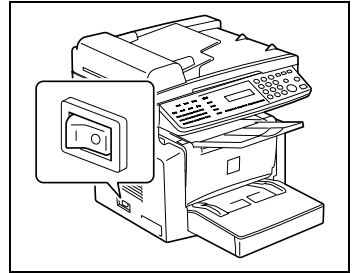
3.6 Initial mode

When the machine is turned on, the initial mode screen appears in the display of the control panel. The initial mode screen appears at the beginning of all operations.

```
┌──────────────────────────────┐
│  TEXT    x1.ØØ          1     │
│  ◁[A]▶   ¹A4□                 │
└──────────────────────────────┘
```
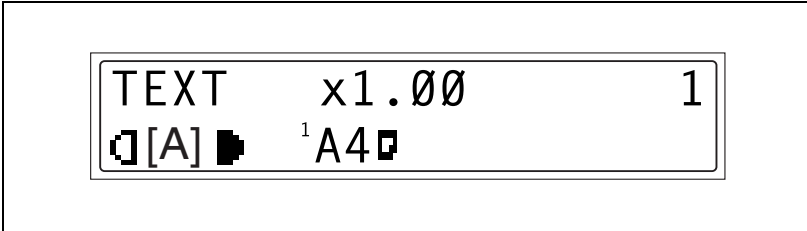
Factory default settings are:
● Number of copies   1
● Image density   TEXT Auto
● Zoom ratio   100% (full size)
● Paper   Tray 1
● Finishing   Non-sort

The default settings can be customized from the utility mode.

🔍
Detail
For details, refer to "Using the utility mode" on page 7-3.

3.7 Useful functions

Panel resetting

Press the [Panel reset] key to return all modes and functions (zoom ratio, number of copies, etc.) to their defaults. All selected settings are canceled.

The [Panel reset] key comes in handy for canceling all selected settings at one time.
To avoid accidentally using settings from the previous copy job, press the [Panel reset] key to return all functions and settings to their defaults before specifying any settings for your current job.

Auto panel reset

Even if the [Panel reset] key is not pressed, the machine automatically resets all functions and settings to their defaults 1 min after a print cycle has been completed or a key operation is performed.

The length of time before the machine automatically resets itself can be set between 1 min and 5 min in addition to 30 seconds. The auto panel reset function can even be disabled.

✎
Detail
For details, refer to "Specifying AUTO PANEL RESET" on page 7-7.

Energy save mode

Instead of turning off the machine, it can be set into a standby state (energy save mode).

If the machine is not used for a set length of time, it will automatically enter the energy save mode. The default length of time is 15 min.

To cancel the energy save mode, press any key on the control panel.

The length of time before the machine enters the energy save mode can be set between 1 min and 240 min.

$\mathbb{Q}$
Detail
For details, refer to "Specifying ENERGY SAVE MODE" on page 7-8.

Auto print start

If a document is loaded and the [Start] key is pressed during the period after the machine has been turned on but before it is ready to make print, the machine will automatically start the print cycle as soon as it completes the warm-up cycle.

Auto tray switching

If the tray runs out of paper while printing, the machine will automatically switch to a different paper source and continue printing provided that the new tray contains paper of the same type and size in the same orientation.

If the optional paper feed cassette is installed, a maximum of 750 pages can be continuously printed.

Auto tray switching can be disabled.

Tray1 → Tray2 (Paper Feed Unit)

Tray2 (Paper Feed Unit) → Tray1

$\mathbb{Q}$
Detail
For details, refer to "Paper source settings" on page 7-13.

3.8 Entering Text

When specifying the user name or programming one-touch dial keys with the recipient name, letters, accented characters, numbers and symbols can be entered.

Key operation

The 10-key pad will be used to enter numbers and letters, symbols.

List of characters

List of characters available with each key of the 10-key pad

10-key pad	Available characters*
1	. (period) @_ (underscore) - (hyphen) 1
2	ABC2abcÄäÅåÆæàÇç
3	DEF3defÉéè
4	GHI4ghiìíî
5	JKL5jkl
6	MNO6mnoÑñÖöØøò
7	PQRS7pqrsß
8	TUV8tuvÜüùú
9	WXYZ9wxyz
✱	+&/✱=!?( )%[ ]^'′{ }⌐$,.;:<>"¿£
0	(space) 0
#	#

* To switch the input mode of the 10-key pad between numbers and letters, press the [123/ABC] key.

Charging Input Mode

Each press of the [123/ABC] key switches the input mode between numbers and letters.

[1]: Numbers can be typed in.
[A]: Letters can be typed in.

Inputting Example

To enter the name "NJ Office"
The cursor (_) flashes alternately with the character at its current location.

```
NAME=_
 OK=YES          [1]
```
Press the [123/ABC] key.
```
NAME=_
 OK=YES          [A]
```
Press the [6] key twice.
```
NAME=N
 OK=YES          [A]
```
Press the [5] key once.
```
NAME=NJ
 OK=YES          [A]
```
Press the [0] key once.
```
NAME=NJ_
 OK=YES          [A]
```
Press the [6] key 3 times.
```
NAME=NJ O
 OK=YES          [A]
```
Press the [3] key 7 times.
```
NAME=NJ Of
 OK=YES          [A]
```
Press the [▶] key.
```
NAME NJ Of_
 OK=YES          [A]
```
Press the [3] key 7 times.
```
NAME=NJ Off
 OK=YES          [A]
```
Press the [4] key 7 times.
```
NAME=NJ Offi
 OK=YES          [A]
```
Press the [2] key 7 times.
```
NAME=NJ Offic
 OK=YES          [A]
```
Press the [3] key 6 times.
```
NAME=NJ Office
 OK=YES          [A]
```

3

Correcting text and input precautions:
- To erase all entered text, press the [Panel reset] key.
- To delete only part of the entered text, use the [◄] and [►] keys to move the cursor (_) to the character that you wish to delete, and then press the [No/C] key.
- To change an entered character, use the [◄] and [►] keys to move the cursor (_) below the character that you wish to change, and then press the [No/C] key. Next, enter the new character. The character at the cursor's position is replaced with the new character.
- If the same 10-key pad is needed to enter two characters in a row, press the
  [►] key after selecting the first character. (Refer to the above example.)
- To enter a space, press 10-key pad [0].

3.9 Copy paper

Paper specifications

The following table specifies the type and size of paper to be used with each tray together with its capacity.

Tray 1	Specifications
Paper type	• Plain paper, recycled paper (60 g/m^2 to 90 g/m^2) • Exclusive paper: card (91 g/m^2 to 163 g/m^2), OHP transparencies, envelopes

Paper size	• A4 L, B5 L, A5 L, 16K L, Legal L, Letter L, Half Letter L, FLS (210 mm × 330 mm)
	• Custom size
	  Paper width: 90 mm to 216 mm
	  Paper length: 140 mm to 356 mm

Capacity	• Plain paper, recycled paper: 250 sheets (80 g/m^2)
	• Exclusive paper
	  card: 10 sheets
	  OHP transparencies 5 sheets
	  envelopes 1 sheet

Tray 2	Specifications
Paper type	Plain paper, recycled paper (60 g/m^2 to 90 g/m^2)
Paper size	A4 L, Letter L*
Capacity	500 sheets (80 g/m^2)

* Two tray types are available for tray 2. Select the desired tray type at the time of purchase.

Bypass tray	Specifications
Paper type	• Plain paper, recycled paper (60 g/m^2 to 90 g/m^2) • Exclusive paper: card (91 g/m^2 to 163 g/m^2), OHP transparencies, envelopes, label sheets

Paper size	• A4 L, B5 L, A5 L, 16K L, Legal L, Letter L, Half Letter L, FLS (210 mm × 330 mm)
	• Custom size
	  Paper width: 90 mm to 216 mm,
	  Paper length: 140 mm to 356 mm

Capacity	• Plain paper, recycled paper: 10 sheets (80 g/m^2)
	• Exclusive paper
	  card: 1 sheet
	  OHP transparencies 1 sheet
	  envelopes 1 sheet

L: Lengthwise

Precautions for loading paper

Please adhere to the following precautions:
● Be sure to observe the paper specifications (paper type, paper size, and capacity) for each tray, otherwise a paper misfeed could result.
● When paper is loaded into the bypass tray, a message appears, indicating that the paper size be specified. Specify the size and type of paper that is loaded. Paper loaded into the bypass tray is given priority during feeding.
● The size of FLS is preset to 330 mm × 210 mm. To change the FLS size, contact a service representative.
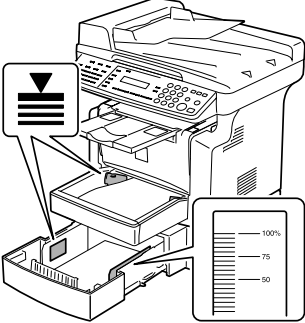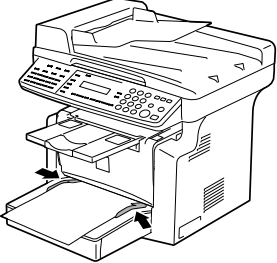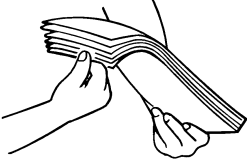
Unsuitable paper
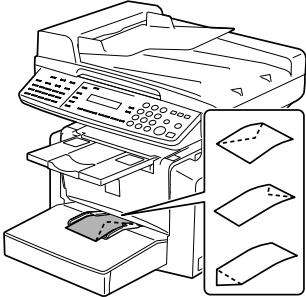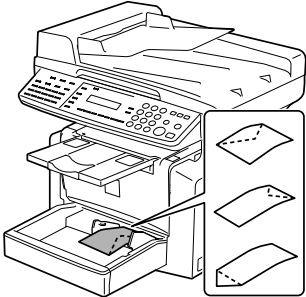
The following types of paper should not be used, otherwise decreased print quality, paper misfeeds or damage to the machine may occur.
● Overhead projector transparencies that have already been fed through the machine
  Even if the transparency is still blank, do not reuse it.
● Paper that has been printed on by a heat-transfer printer or an inkjet printer
● Paper that is either extremely thick or extremely thin
● Folded, curled, wrinkled, or torn paper
● Paper that has been left unwrapped for a long period of time
● Damp paper
● Perforated paper or paper with punched holes
● Extremely smooth or extremely rough paper, or paper with an uneven surface
● Paper that has been treated, such as carbon-backed, heat-sensitive or pressure-sensitive paper
● Paper that has been decorated with foil or embossing
● Paper of a non-standard shape (not rectangular)
● Paper that is bound with glue, staples or paper clips
● Paper with labels attached
● Paper with ribbons, hooks, buttons, etc. attached

Loading paper

While loading paper, be sure to observe the following precautions.

Precautions	Illustration
If the paper is curled, flatten it before loading it.	
Do not load so much paper that the top of the stack is higher than the ▼ mark or exceeds the specified number of sheets.	
Push the paper guides firmly up against the edges of the paper.	
When loading additional paper, remove any paper remaining in the drawer, place it on top of the new paper, and then align the paper in the stack well before loading it into the drawer.	

Precautions	Illustration
When loading envelopes, load them with the flap facing down, as shown in the illustration at the right. Before loading envelopes, press them down to make sure that all air is removed, and make sure that the folds of the flaps are firmly pressed, otherwise the envelopes may become wrinkled or a paper misfeed may occur. Only 1 envelope at a time can be loaded in tray 1 and the bypass tray.	Bypass tray Tray 1

✎ **. . .**

Note
We recommend replenishing the paper only after all of the paper in the drawer has been used.

Loading paper into tray 1

1 Remove the bypass tray.
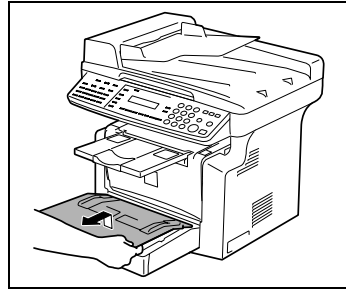
2 Load the paper into the tray so that the front side of the paper (the side facing up when the package was un-wrapped) faces up.

3 Slide the paper guides against the edges of the paper. If legal-size pa-per is installed, open the door of tray 1.
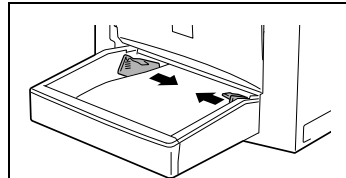
4 Attach the bypass tray in its original position.

When legal-size paper is installed
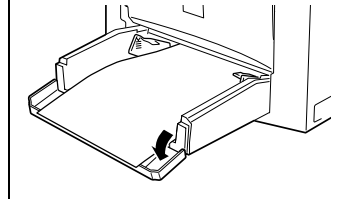
✎
Detail
If paper with a different size or type is loaded, various settings must be specified. If the settings are not correctly specified, paper size error may occur. For details, refer to "Specifying TRAY SETTING" on page 7-16.

Loading paper into the bypass tray

1 Load the paper so that the front side of the paper (the side facing up when the package was unwrapped) faces up.
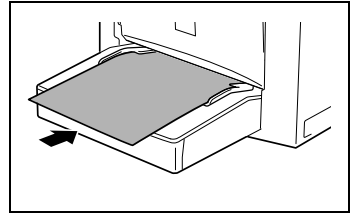
2 Slide the paper guides against the edges of the paper.
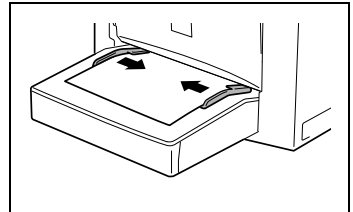
✑
Detail
When paper is loaded into the bypass tray, the paper size and type must be specified, otherwise paper size error may occur. For details, refer to "Specifying the size and type of manually fed paper" on page 4-6.

Loading paper into tray 2 (option)
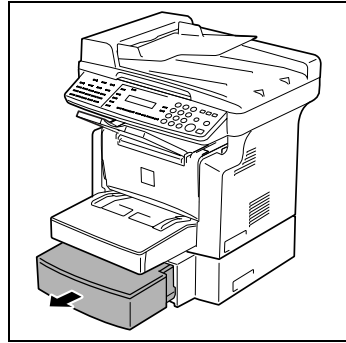
1 Pull out the drawer for tray 2.

2 Remove the drawer cover, and then press down on the paper-lifting plate until it locks into place.
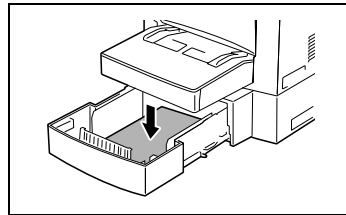
3 Load the paper into the drawer so that the front side of the paper (the side facing up when the package was unwrapped) faces up.
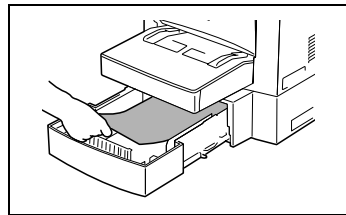
4 Attach the drawer cover, and then return the drawer for tray 2 to its original position.

3.10 Loading originals

Two ways of loading the original

The original may be loaded in the automatic document feeder or placed directly on the original glass. Choose the appropriate method according to the type of the original.

Specific types of originals

Original loading	Original type	Original size

Automatic document feeder	Sheet originals
	Weight of originals:
	35 g/m^2 to 128 g/m^2
		A4 L, B5 L, A5 L, Legal L, Letter L, Half Letter L
		• Original width:
		  138 mm to 216 mm
		• Original length:
		  130 mm to 356 mm

Original glass	Max. weight of sheet originals, books, or three-dimensional objects: 2 kg	Maximum: Legal

L: Lengthwise

Loading originals in the automatic document feeder

The automatic document feeder automatically feeds originals one page after another so that the machine can scan the data on each page. After the machine finishes scanning the data, the automatic document feeder ejects the page into the exit tray. To ensure the best possible performance of the automatic document feeder, use only originals of the specified type.

Precautions for loading paper into the automatic document feeder

The following types of originals are not suitable for use in the automatic document feeder, as a misfeed or damaged original could result. Place such types of originals on the original glass.
● Typing paper, paraffin paper, and other thin paper
● Cards
● Originals larger than Legal L or smaller than Half Letter
● OHP transparencies, translucent paper
● Wrinkled, dog-eared, curled, or torn originals
● Clipped or stapled originals
● Coated originals such as carbon-backed paper
● Up to 19 A4-size document pages can be scanned and stored in the memory at one time. However, if the optional expansion memory is installed, up to 180 scanned pages can be stored.

Loading originals into the automatic document feeder

⚠ CAUTION

Paper jam in fact of overloaded automatic document feeder.

➔ A maximum of 50 document pages can be loaded.

➔ Do not load so many pages that the top of the stack is higher than the ▼ mark.

➔ Be sure to adjust the document guides so that they are against the edges of the document, otherwise the document may not be fed in straight.

1 Place the stack of originals face up on the automatic document feeder tray.
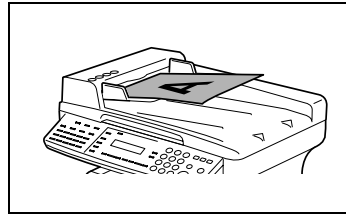
2 Slide the front adjustable document guide plate to the size of the originals.
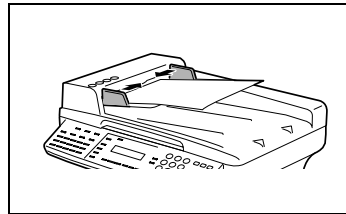
3 Specify the desired copy settings. For details, refer to "Making a basic copy" on page 4-3 and "Basic Faxing" on page 5-15.

4 Press the [Start] key.

This will start the print cycle.
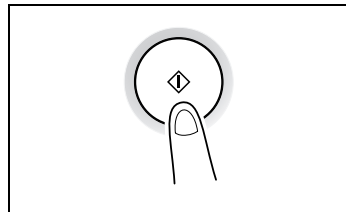
Placing the original on the original glass

The method for positioning the original differs depending on the type of original being used.

Care should be taken when positioning the following types of originals.

● *An original of a non-standard size:*
The document size cannot be detected automatically. Press the [Paper] key or the [Zoom] key, and then select the desired paper size (p. 4-5) or zoom ratio (p. 4-10).

● *A highly transparent original (OHP transparencies, translucent paper, etc.):*
Place a blank sheet of paper of the same size over the original.

● *A book or other three-dimensional object:*
Let the machine scan the contents of the original with the original cover or the automatic document feeder raised. Do not attempt to push the original glass with excessive force, as a malfunction could result. The maximum load resistance of the original glass is 2 kg.

⚠ CAUTION

Bright light can blend your eyes.

➔ While scanning a thick book or other three-dimensional object with the automatic document feeder open, do not look directly at the bright light that may shine through the original glass. Although the light that shines through the original glass is bright, it is not a laser beam and, therefore, is not as dangerous.

Positioning a sheet original

Use the following procedure to position plain paper or an original that is not suitable for use in the automatic document feeder.

1 Raise the automatic document feeder.
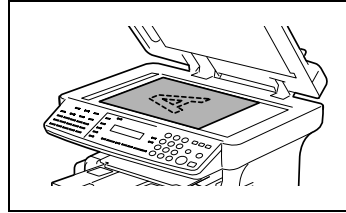
2 Place the original face down on the original glass.

3 Position the original on the original glass so that the corner of the original aligns with the arrow in the upper-left corner of the original scales.
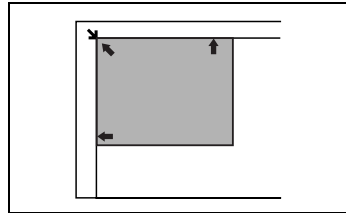
4 Gently lower the automatic document feeder.

5 Specify the desired copy settings.
For details, refer to "Making a basic copy" on page 4-3 and "Basic Faxing" on page 5-15.

6 Press the [Start] key.

This will start the print cycle.

Positioning highly transparent originals

When making a copy from OHP transparencies, translucent paper, or other highly transparent original, position the original as detailed below.
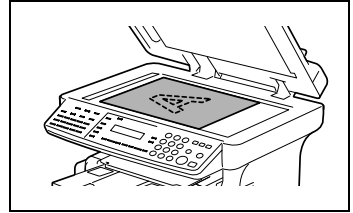
1 Raise the automatic document feeder.

2 Place the original face down on the original glass.

3 Position the original on the original glass so that the corner of the original aligns with the arrow in the upper-left corner of the original scales.
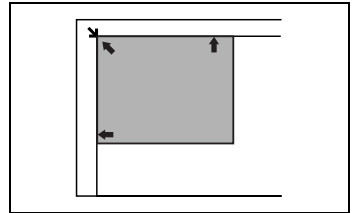
4 Place a blank sheet of paper of the same size over the original.

5 Gently lower the automatic document feeder.
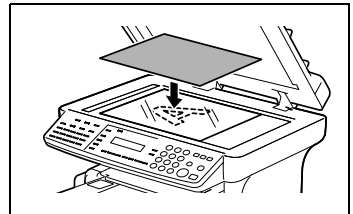
6 Specify the desired copy settings. For details, refer to "Making a basic copy" on page 4-3 and "Basic Faxing" on page 5-15.

7 Press the [Start] key.

This will start the print cycle.

Positioning books

When copying an open book or magazine, position the original as detailed below.

1 Raise the automatic document feeder.

⚠ **WARNING**

Broken original glass by incorrect handling.

➔ Do not place books weighing more than 2 kg on the original glass. In addition, do not press down extremely hard on the original, otherwise the machine may be damaged.

2 Place the original face down on the original glass.
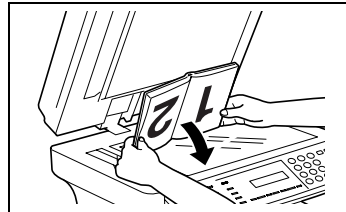
3 Position the original on the original glass so that the corner of the original aligns with the arrow in the upper-left corner of the original scales.
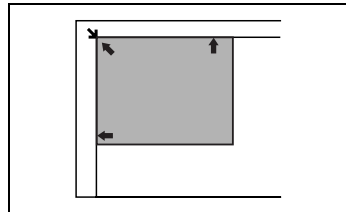
⚠ **CAUTION**

Bright light can blend your eyes.

➔ While scanning a thick book or other three-dimensional object with the automatic document feeder open, do not look directly at the bright light that may shine through the original glass. Although the light that shines through the original glass is bright, it is not a laser beam and, therefore, is not as dangerous.

4 Gently lower the automatic document feeder or original cover.

5 Specify the desired copy settings.
For details, refer to "Making a basic copy" on page 4-3 and "Basic Faxing" on page 5-15.

6 Press the [Start] key.

This will start the print cycle.

3.11 Checking the machine status

The total number of pages copied and scanned since this machine was installed can be checked.

Menu	Item	Description
TOTAL PAGE	TOTAL COUNT	Displays the total number of pages copied since this machine was installed.
	TOTAL SCAN	Displays the total number of pages scanned since this machine was installed. However, the scanned number of pages in copy are not included.
	TX PAGES	Displays the total number of pages faxed since this machine was installed.
	RX PAGES	Displays the total number of pages received since this machine was installed.
TX/RX RESULT	TX RESULT REPORT	Displays the transmission result report.
	RX RESULT REPORT	Displays the reception result report.
PRINT REPORT	TX RESULT REPORT	Prints the transmission result report.
	RX RESULT REPORT	Prints the reception result report.
	ACTIVITY REPORT	Prints the transmission/reception result report.
	MEMORY DATA LIST	Prints the list of documents stored in the memory.
	MEMORY IMAGE PRINT	Prints the reduced image of the first page of the document stored in the memory.
	ONE-TOUCH LIST	Prints the recipients programmed in the one-touch dial keys.
	SPEED DIAL LIST	Prints the recipients programmed for the speed dial numbers.
	KEY SETTING LIST	Prints the settings specified for one-touch dial keys.
	MACHINE STATUS	Prints the current machine status.
	CONFIGURATION PAGE	Prints the current machine configuration.

3.11.1 TOTAL PAGE

Checking a TOTAL PAGE count

1 Press the [Status] key.

```
Status
```

2 Press the [Yes] key.

```
TOTAL PAGE?
 OK=YES
```

```
Yes
```
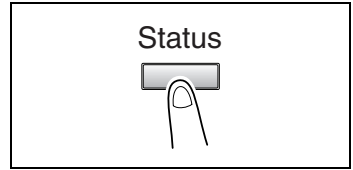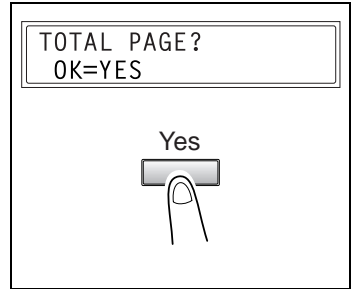
3 Press the [▲] and [▼] keys to check a total page count.

– TOTAL COUNT
– TOTAL SCAN
– TX PAGES
– RX PAGES

```
TOTAL COUNT=000000 ▲
 CHECK FINISH=YES ▼
```

```
TOTAL SCAN=000000  ▲
 CHECK FINISH=YES ▼
```

```
TX PAGES=000000    ▲
 CHECK FINISH=YES ▼
```

```
RX PAGES=000000    ▲
 CHECK FINISH=YES ▼
```

```
▼    Zoom    ▲
```
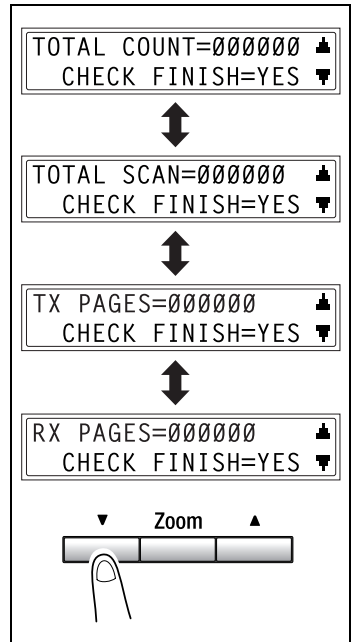
3.11.2 TX/RX RESULT

Checking the TX/RX RESULT

1 Press the [Status] key 2 times.

Status

2 Press the [Yes] key.

```
TX/RX RESULT?
 OK=YES
```

Yes
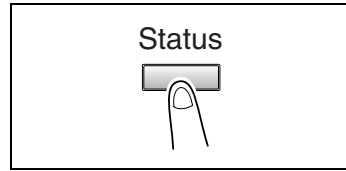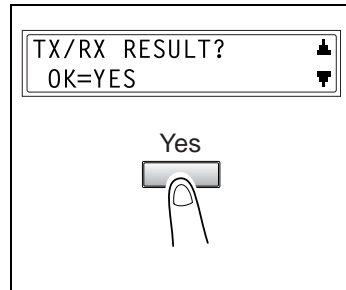
3 Press the [ ] and [ ] keys to display the desired transmission results to check them.

? What does TX and RX indicate?
TX indicates sent faxes.
RX indicates received ones.

? Do you want to return to the main screen?

Press the [No/C] key twice while the transmission results are displayed, the main screen appears.

```
6Ø(OCT.Ø1 14:25)TX
AAA TOKYO      -OK
```

```
TX RESULT REPORT
          ->>START
```

▼   Zoom   ▲

? Do you want to print the transmission result report?

Press the [Start] key. After the transmission result report is printed, the main screen appears.
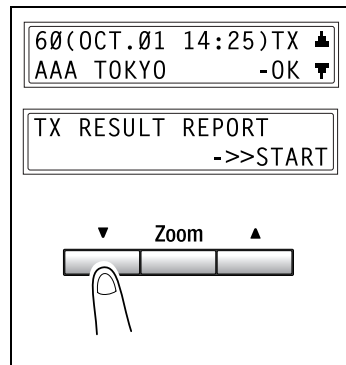
3.11.3 PRINT REPORT

Printing a PRINT REPORT

1 Press the [Status] key 3 times.

Status

2 Press the [Yes] key.

PRINT REPORT? ▲
OK=YES ▼

Yes
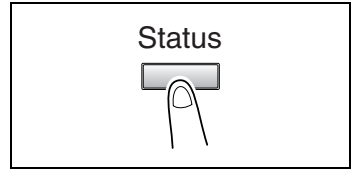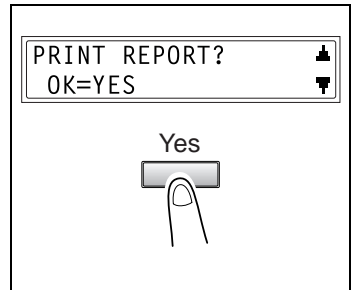
3 Press the [ ] and [ ] keys to select
the report/list that you wish to print.

– CONFIGURATION PAGE

TX RESULT REPORT? ▲
OK=YES ▼
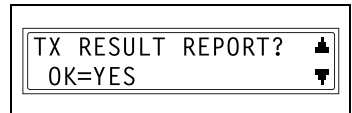
4 Press the [Yes] key.

After the specified report/list is print-
ed, the main screen appears again.

Yes
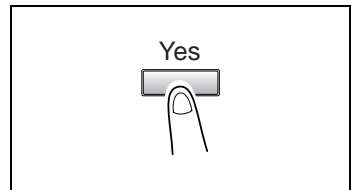
. . .
Note
*The reception/transmission result reports can be checked on screen. For
details on viewing the transmission result, refer to "Checking the TX/RX
RESULT" on page 3-42.*

TX Result report

The document number, recipient name, date sent, starting time of transmission, number of document pages, time required, mode, and transmission result are printed.

SESSION	FUNCTION	No.	DESTINATION STATION	DATE	TIME	PAGE	DURATION	MODE	RESULT
0001	TX	001	AAA NEWYORK 012345678	APR.19	18:00	010	00:02'21"	G3	NG
			NG PAGE:1.3.5.7						

RX Result report

The document number, caller name, date received, starting time of reception, number of pages received, time required, mode, and reception result are printed.

SESSION	FUNCTION	No.	DESTINATION STATION	DATE	TIME	PAGE	DURATION	MODE	RESULT
0001	RX	001	AAA TOKYO 098765432	APR.19	18:00	001	00:02'21"	ECM	NG
			0021:ERROR DURING RX						

Activity report

The operation number, document number, date of operation, starting time of transmission/reception, type of operation (transmission or reception), recipient/caller name, number of pages sent/received, mode, and transmission/reception result are printed.

The machine can also be set to print this report automatically after every 60 transmissions/receptions.

No.	SESSION	DATE	TIME	TX/RX	DESTINATION STATION	PAGE	DURATION	MODE	RESULT
01	0001	APR.19	16:32	TX---	AAA NEWYORK 012345678	006	00:01'16"	ECM	OK
02	0002	APR.19	18:00	---RX	AAA TOKYO 098765432	001	00:02'21"	ECM	NG
03	0002	APR.19	18:00	---RX	AAA TOKYO 098765432	012	00:02'48"	ECM	OK
04	0003	APR.19	19:12	TX---	HEAD OFFICE 024682468	001	00:00'56"	ECM	OK

Memory data list

This is a list of documents stored in the memory and waiting to be sent, and documents specified for timer transmission, batch transmission or polling reception.

The document number, type of operation being performed, time, recipient/caller name, and number of document pages are printed.

Memory image print

A reduced image of the first page of the document stored in the memory and waiting to be sent in addition to the document number, type of operation being performed, recipient/caller name, date, time, and number of document pages are printed.

One-touch list

The recipients programmed in the one-touch dial keys are printed in numerical order of the keys.

OT-NO.	DESTINATION STATION	DESTINATION NUMBER	BATCH TIME	SPEED	SET DATE
OT-01	AAA NEWYORK	012345678		33.6	JAN.20.2001
OT-02	AAA TOKYO	098765432		14.4	JAN.20.2001
OT-03	HEAD OFFICE	024682468	16:00	33.6	FEB.12.2001
OT-04	NJ OFFICE	0P02345678 SUB:#1234		14.4	FEB.12.2001

Speed dial list

The recipients programmed for the speed dial numbers are printed in numerical order.

SP-NO.	DESTINATION STATION	DESTINATION NUMBER	SPEED	SET DATE
SP-001	AMSTERDAM OFFICE	0P09876543	33.6	JAN.20.2001
SP-002	KOREA OFFICE	0P01357913	14.4	JAN.20.2001
SP-003	ABCDEF	024682468	33.6	FEB.12.2001
SP-004	POST OFFICE	0224466880 SUB:#5678	14.4	FEB.12.2001

Key setting list

The group dialing and program dialing settings specified for one-touch dial keys are printed in numerical order of the keys.

Machine status

The current machine settings are printed.

Configuration page

The list of the printer settings is printed.

3.12 Print area

Any part of the image within the area indicated below is not copied.

A margin 4 mm (at full size) from the leading edge of the paper (A)
A margin 4 mm (at full size) from the trailing edge of the paper (B)
A margin 4 mm (at full size) on both sides of the paper (C)

For details on using the copier to print from a computer when the printer controller is installed, refer to the user's guide for the printer controller.

A: 4 mm (at full size)
B: 4 mm (at full size)
C: 4 mm (at full size)

Paper output direction
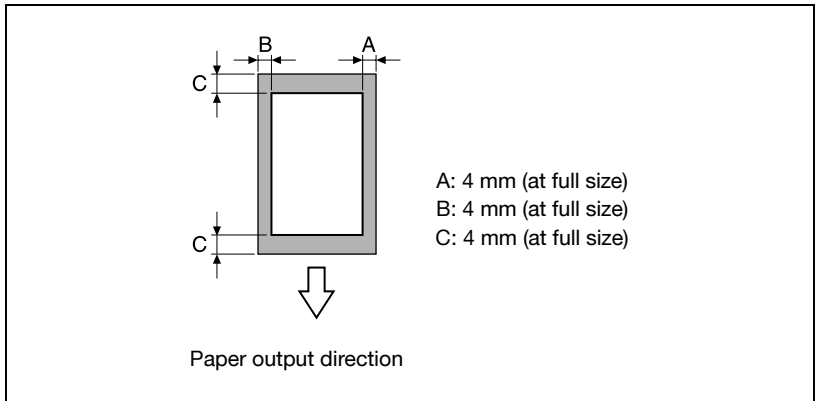
4 Making copies

4 Making copies

4.1 Basic copies

The following procedure describes how to place an original and make a basic copy of it.

Making a basic copy

1 Position the original.
For details, refer to "Loading originals" on page 3-33.
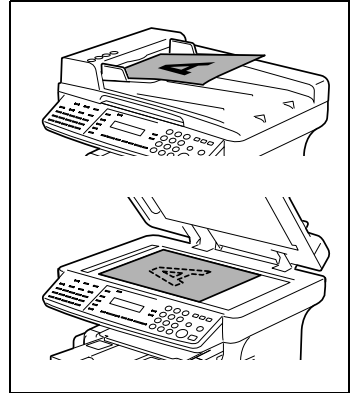
2 Select the paper tray.
For details, refer to "Paper selection" on page 4-5.
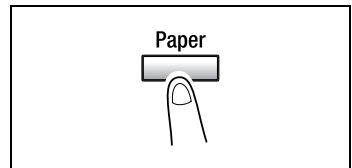
3 Specify the zoom ratio.
For details, refer to "Zoom ratio" on page 4-10.
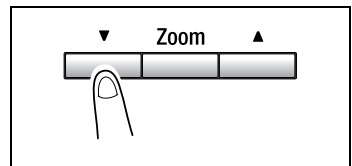
4 Specify the image density.
For details, refer to "Image Density"
on page 4-12.
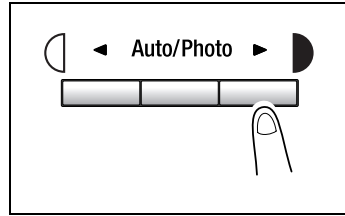
5 Using the 10-key pad, enter the
number of copies to be made. Any
number from 1 to 99 can be entered.
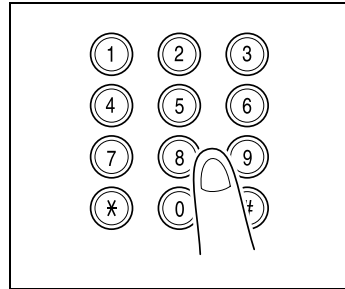
6 Press the [Start] key.
This will start the copy cycle.

– To stop the copy cycle in mid-op-
   eration, press the [Stop] key.
– To cancel the copy job, press the
   [No/C] key or the [Panel reset]
   key.
– To restart the copy cycle, press
   the [Start] key.
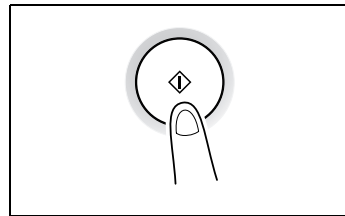
4.2   Paper selection

The tray containing the paper you want to use can be manually selected. if an optional paper feed unit is installed

When the desired paper is loaded into the bypass tray and the paper size and type are specified, paper loaded into the bypass tray is given priority during feeding.

Selecting the paper tray manually

Before selecting the paper tray manually:

✔ If paper is loaded into the bypass tray, first remove it.

✔ If tray 1 is selected, the paper size and paper type must first be specified. For details, refer to "Selecting the PAPER SOURCE SETUP menu" on page 7-13.

1   Position the original.
For details, refer to "Loading originals" on page 3-33.

2   Press the [Paper] key until the tray loaded with the desired paper is se- lected.

```
┌──────────────────────────┐
│ TEXT    x1.00          1 │
│ ◖[A]▶  ¹A4◙             │
└──────────────────────────┘
```

3   Specify the desired copy settings. For details, refer to "Making a basic copy" on page 4-3.

```
┌──────────────────────────┐
│ TEXT    x1.00          1 │
│ ◖[A]▶  ²LT◙             │
└──────────────────────────┘
```

4   Using the 10-key pad, enter the number of copies to be made, and then press the [Start] key.

Paper

This will start the copy cycle.
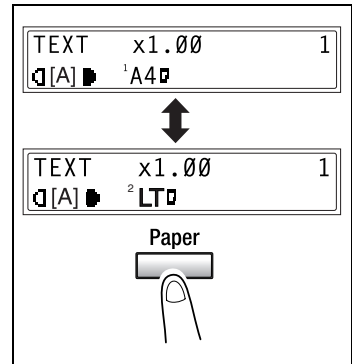
Specifying the size and type of manually fed paper

1 Position the original.
For details, refer to "Loading originals" on page 3-33.

2 Load paper into the bypass tray.
For details, refer to "Loading paper into the bypass tray" on page 3-31.

   ? How many paper can be loaded into the bypass tray

   ➔ The bypass tray can be loaded with a maximum of 1 envelope, 1 OHP transparency, 1 card, or 10 sheets of plain paper.

3 The message shown at the right appears. Press the [No/C] key.

```
TEXT   x1.ØØ        1
◁[A]▶ ⁺A4◸? ReSET= NO
```

No
C
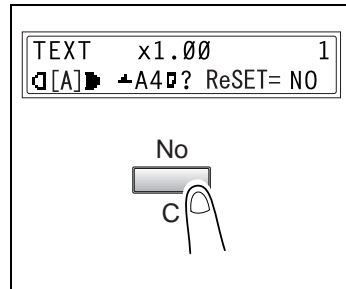
4 Press the [◀] and [▶] keys until the desired paper type is selected.

   ? Do you want to copy on OHP transparencies?

   ➔ The only paper sizes that can be loaded are A4 ◲ (Lengthwise) and Letter ◲ (Lengthwise).

   ? Do you want to return to the previous message?

   ➔ Press the [No/C] key.

```
✳PLAIN   OHP   CARD▶
 ◀,▶ & YES
```

◀ Auto/Photo ▶

5 Press the [Yes] key.

Yes
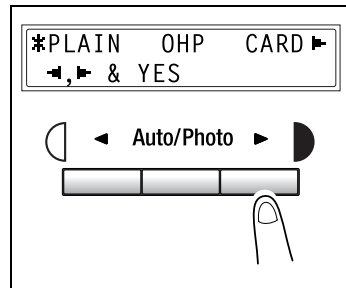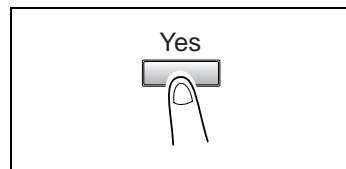
6 Press the [◀] and [▶] keys to select a standard size of paper that is loaded. *or* press the [▼] key to enter a custom size of paper that is loaded.

? Do you want to use a standard paper size (A5, B5, A4 ...)?

➔ Select a standard paper size.

➔ Continue with step 10.

? Do you want to enter a custom paper size?

➔ Select **CUSTOM**.

➔ Perform steps 7 through 10.

? Do you want to return to the previous message?
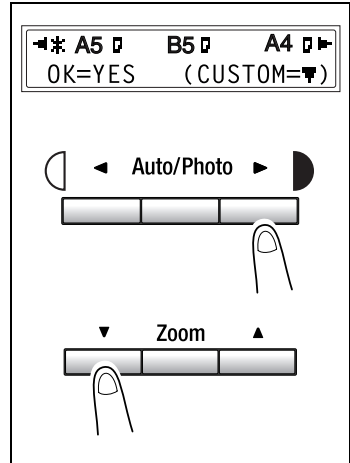
➔ Press the [No/C] key.

7 Using the 10-key pad, enter the width (X) of the paper. The width can range from 90 mm to 216 mm.

? Do you want to clear the entered value?

➔ Press the [No/C] key

```
x=210( 90-216 )    x
 OK=YES           y
```

Tray 1

Bypass tray

8 Press the [Yes] key.

Yes
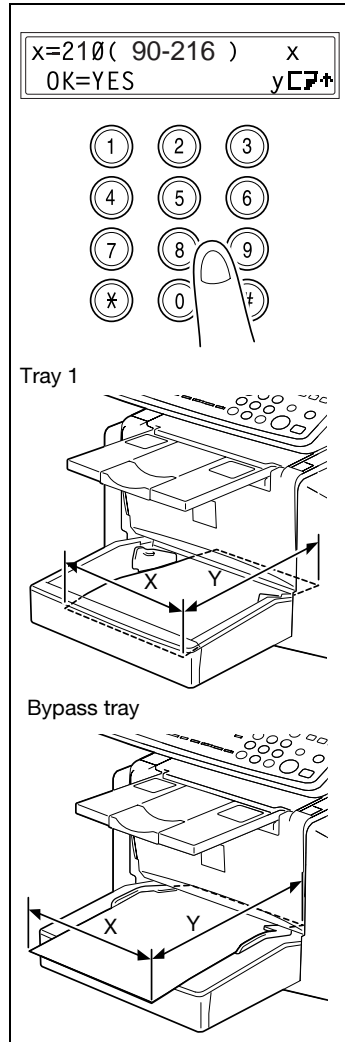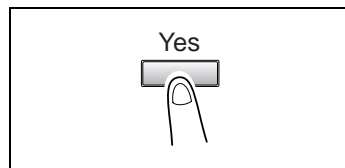
9   Using the 10-key pad, enter the
     length (Y) of the paper. The length
     can range from 140 mm to 356 mm.

```
y=297(140-356)      x
 OK=YES            y⊏⊋↕
```
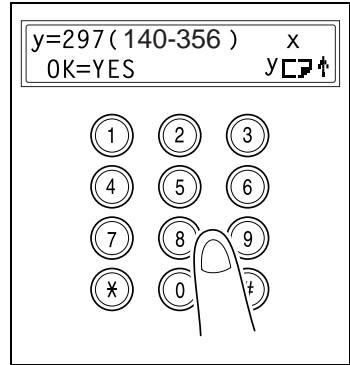
10   Press the [Yes] key.

11   Specify the desired copy settings.
     For details, refer to "Making a basic
     copy" on page 4-3.

     Yes
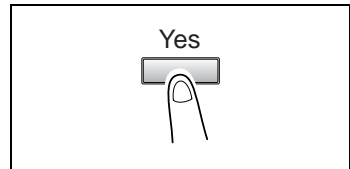
12   Using the 10-key pad, enter the
     number of copies to be made.

     ?   Do you want to change the number of copies to be made?
     →   Remove the paper from the bypass tray and then reload it.

     →   Repeat steps 11 and 12.

13   Press the [Start] key

     This will start the copy cycle.

4.3　Zoom ratio

By specifying a zoom ratio, the copy can be enlarged or reduced.

Zoom ratio settings

Zoom ratio settings	Description
Fixed ratios	The following optimum zoom ratios are available for making copies from commonly used original sizes to standard paper sizes: • × 0.25 • × 0.50 • × 0.70 (A4 ➜ A5) • × 0.81 (B5 ➜ A5) • × 1.15 (B5 ➜ A4) • × 1.41 (A5 ➜ A4) • × 2.00 • × 4.00
Ratios set using the zoom [,] and [+] keys	Touching the [,] or [+] key increases or decreases the zoom ratio in × 0.01 increments. The ratio can range from × 0.25 to × 4.00.
Full size	This setting makes a copy the same size as the original (× 1.00).

4

Specifying the zoom ratio

1 Position the original.
For details, refer to "Loading originals" on page 3-33.

2 Press the [Zoom] key until the de-
sired fixed ratio is selected. Each
press of the [Zoom] key changes the
setting.

? Do you want to specify a zoom
ratio other than a fixed ratio.

→ Press the [▼] and [▲] keys until
the desired zoom ratio is speci-
fied. Pressing these keys change
the ratio in ×0.01 increments.

→ To quickly specify the desired
zoom ratio, select the nearest
fixed ratio, and then press the [▼]
and [▲] keys until the desired
zoom ratio is specified.

3 Specify the desired copy settings.
For details, refer to "Making a basic
copy" on page 4-3.

```
TEXT    x1.15        1
[A]    ¹A4    B5→A4

    ▼    Zoom    ▲


TEXT    x1.14        1
[A]    ¹A4

    ▼    Zoom    ▲
```

4 Using the 10-key pad, enter the number of copy to be made.

5 Press the [Start] key

This will start the copy cycle.
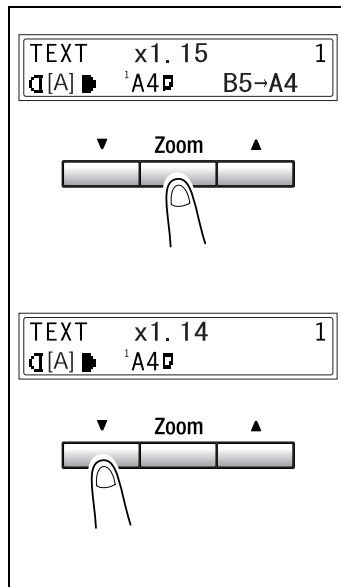
4.4 Image Density

Image density setting

The image density setting can be adjusted in two broad modes, "Text" and "Photo":

● *Text mode*
– The image density can be adjusted either automatically (Auto) or manually in nine steps.
– The image density is adjusted automatically according to the original from which a copy is to be made.
– The image density can be adjusted manually to one of nine levels. To reduce bleed-throughs when copying newspapers and magazines, press the [◄] key to select a lighter setting. To reproduce faint colors in brighter parts of the image, press the [►] key to select a darker setting. Selecting a darker setting could result in a background image being reproduced on the copy, while selecting a lighter setting could make the copy image itself too light: Select the appropriate level according to your original.

● *Photo mode*
Select "Photo" when making a copy from an original having large halftone images, such as photos.

Specifiying the image density

1 Position the original.
For details, refer to "Loading originals" on page 3-33.

2 Press the [Auto/Photo] key on the control panel to select the desired mode. Each press of the [Auto/Photo] key changes the setting as shown at the right.

– If text mode is selected, TEXT is displayed.
– If the auto setting is selected, [A] is displayed.
– If photo mode is selected, PHOTO is displayed. In the photo mode, the auto setting cannot be selected.

```
◄ Auto/Photo ►


TEXT    x1.00        1
[A]      ¹A4
        ↓
PHOTO   x1.00        1
        ¹A4
        ↓
TEXT    x1.00        1
        ¹A4
```
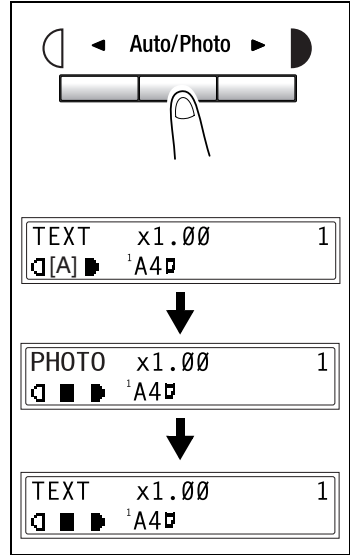
3 If you want to adjust the image density manually, press the [◄] or [►] key to select the desired setting.

The displays for manually selected image densities are shown at the right.

4 Specify the desired copy settings. For details, refer to "Making a basic copy" on page 4-3.

5 Using the 10-key pad, enter the number of copies to be made.

6 Press the [Start] key

This will start the copy cycle.

```
◄ Auto/Photo ►


Light -4
      -3
      -2
      -1
Standard 0
       1
       2
       3
Dark 4
```
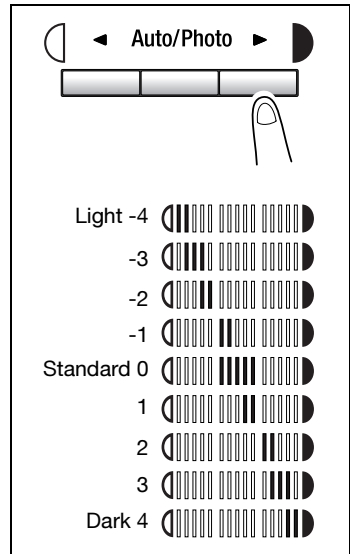
4.5 2in1 copies

2in1 copy function

Two sheets of single-sided documents can be copied onto one double-sided sheet. The optional automatic document feeder is required.
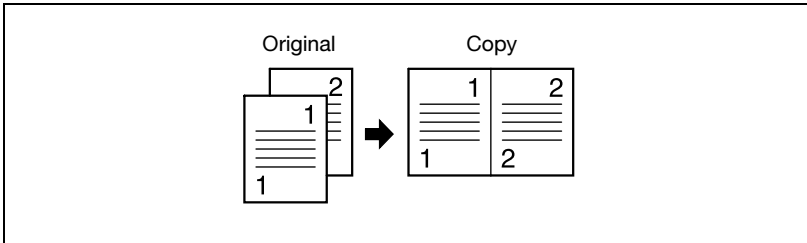
Specifying settings for 2in1 copies

1 Position the original as shown in the illustration at the right.
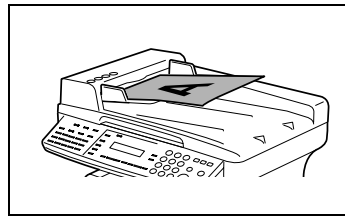
2 Press the [2in1] key, and then check that the indicator lights up.
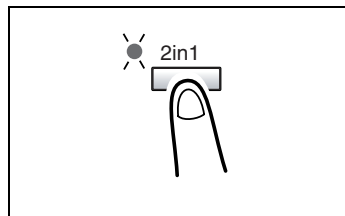
3 Specify the desired copy settings. For details, refer to "Making a basic copy" on page 4-3.
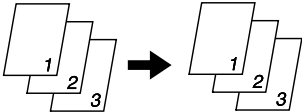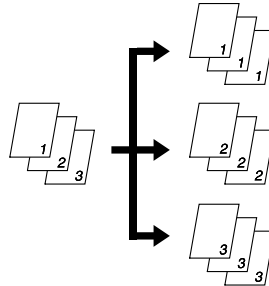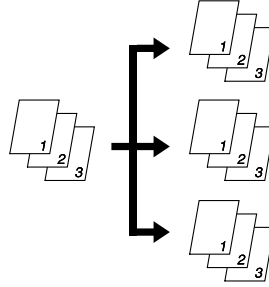
4 Using the 10-key pad, enter the number of copies to be made.

**5** Press the [Start] key

This will start the copy cycle.

4.6 Finishing copies

Finishing modes

When printing two or more sets, each set can be printed (sorted) in order. In order to sort the printed pages, the automatic document feeder is required.

Finishing modes
Non-sort The copies are stacked on top of each other as they are made.	Copying 1 set
	Copying 3 sets
Sort Documents containing multiple pages can be copied and automatically separated into the individual sets	Copying 3 sets

Specifying sorting

1 Load the originals in the automatic document feeder.

2 Press the [Sort] key, and then check that the indicator lights up. If the sort indicator is not lit, the non-sort setting is selected.

3 Using the 10-key pad, enter the number of copies to be made.

4 Specify the desired copy settings.
For details, refer to "Making a basic copy" on page 4-3.

5 Press the [Start] key
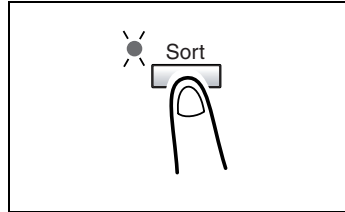
This will start the copy cycle.

5 Faxing

5 Faxing

This machine is a G3 fax. Faxes can only be sent or received with this machine if the recipient's or sender's machine complies with the G3 standard.

5.1 Dialing

The recipient's fax number can be dialed using any of the seven different dialing methods described below.

The procedures described below assume that the fax is being sent using the automatic document feeder.

Using direct dialing to communicate with overseas destinations

If the country code and destination number are entered after the international code, you may hear a busy tone during dialing and transmission may not be possible. In such cases, press the [Redial/Pause] key twice after entering the international code to insert an approx. -6-second pause, and then enter the rest of the number. If this still fails to connect the call, perform manual transmission (p. 6-6).

To fax by entering the fax number directly using the 10-key pad

1 Press the [Fax] key to enter fax mode.

2 Load the document into the automatic document feeder.

3 If necessary, change the resolution setting (p. 5-14).

4 Using the 10-key pad, enter the fax number of the recipient. F codes (SUB and SID) can also be entered. For details, refer to "Using F codes" on page 6-27.

```
☎=0123456_
 SUB=▼          [1]
```
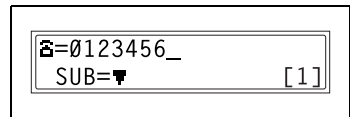
? Have you entered the number correctly?
➔ The fax number can contain a maximum of 30 digits.

➔ The keys that can be used to enter the fax number are: the number keys (0 through 9), ✻, #, Space, and Pause

➔ If the [Redial/Pause] key is pressed while entering the fax number, a 3-second pause is added. A pause appears as "P" in the display.

➔ If you wish to change the fax number, press the [No/C] key, and then enter the correct number.

→ If the machine is connected to a PBX line and the outside line access number has been specified in the communication settings (p. 7-73), enter "#" to dial the outside line access number automatically.

5 Press the [Start] key to begin scanning and sending the fax.

To fax using one-touch dialing

If one-touch dial keys have already been programmed with fax numbers, the fax number of a recipient can be specified by pressing just the corresponding one-touch dial key.

1 Press the [Fax] key to enter fax mode.

2 Load the document into the automatic document feeder.

3 If necessary, change the resolution setting (p. 5-14).

4 Press the one-touch dial key ([01] through [15]) programmed with the fax number that you wish to send the fax to.

01	02	03	04	05
06	07	08	09	10
11	12	13	14	15

5 Press the [Start] key.

The machine automatically starts scanning the document and sending the fax.

```
ONE-TOUCH DIAL Ø1


 =AAA TOKYO
            (TX=START)
```

Detail

For details on programming the one-touch dial keys, refer to "Specifiying ONE-TOUCH DIAL" on page 7-28.

To fax using speed dialing

If speed dial numbers have already been programmed, the fax number of a recipient can be specified quickly by entering the corresponding speed dial number.

1   Press the [Fax] key to enter fax mode.

2   Load the document into the automatic document feeder.

3   If necessary, change the resolution setting (p. 5-14).

4   Press the [Speed dial] key, and then use the 10-key pad to enter the 3-digit speed dial number.

       ?   Has the wrong speed dial number been entered?

       →   Press the [No/C] key, and then enter the correct number.

5   Press the [Start] key to begin scanning and sending the fax.

> **Speed Dial**
>
> ```
> SPEED DIAL=Ø11
> ```
>
> ```
> 🗐=AAA OSAKA
>           (TX=START)
> ```
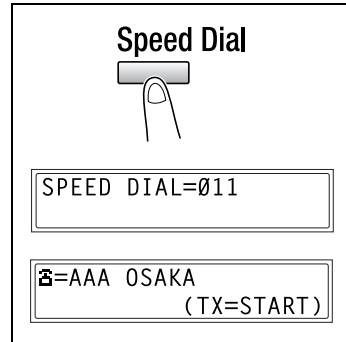
Detail

For details on programming speed dial numbers, refer to "Specifying SPEED DIAL" on page 7-32.

To fax using group dialing

If one-touch dial keys have already been programmed with a group of fax numbers, the fax numbers of all recipients in the group can be specified by pressing just the corresponding one-touch dial key.

1 Press the [Fax] key to enter fax mode.

2 Load the document into the automatic document feeder.

3 If necessary, change the resolution setting (p. 5-14).

4 Press the one-touch dial key ([01] through [15]) programmed with the group of fax numbers that you wish to send the fax to.
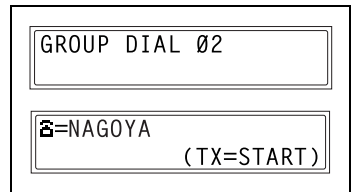
```
GROUP DIAL 02


🖪=NAGOYA
          (TX=START)
```

5 Press the [Start] key.

The machine automatically starts scanning the document and sending the fax.
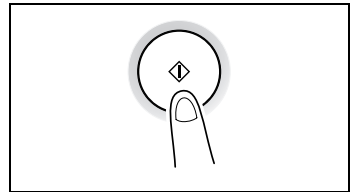
🔍
Detail
For details on programming one-touch dial keys with a group of fax numbers, refer to "Specifying GROUP DIAL" on page 7-36.

To fax using chain dialing

Faxes can be sent to recipients that are specified using any combination of one-touch dial keys, speed dial numbers, direct input using the 10-key pad, and the [Redial] key.

As an example, the following procedure describes how to specify recipients using one-touch keys, then using the 10-key pad.

1   Load the document into the automatic document feeder.

2   Press the [Speaker] key.


```
┌─────────────────────────┐
│🖀=ENTER FAX NO.          │
│   or FUNCTION      [1]   │
└─────────────────────────┘

        Speaker
         ▭
```
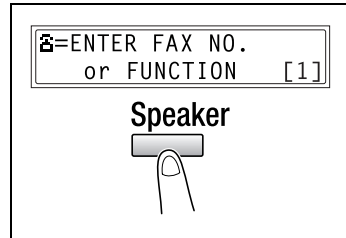
3   Press the desired one-touch key, and then press the [Start] key.


```
┌─────────────────────────┐
│✳SPEAKER✳                │
└─────────────────────────┘

┌─────────────────────────┐
│🖀=NAGOYA                 │
│            (TX=START)   │
└─────────────────────────┘
```
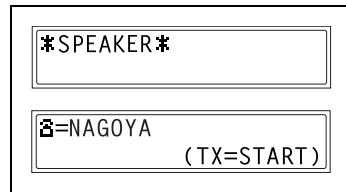
4   After the message **PRESS START KEY** appears, use the 10-Key Pad to enter the recipient's fax number.


```
┌─────────────────────────┐
│⬌(Ø1234567         )     │
│  -PRESS START KEY-      │
└─────────────────────────┘
```
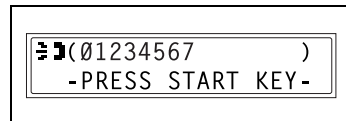
5   Press the [Start] key.

To fax using program dialing

If one-touch dial keys have already been programmed with fax numbers and a transmission/reception function (such as timer transmission or polling reception), that function can be carried out by pressing just the corresponding one-touch dial key.

1 Press the [Fax] key to enter Fax mode.

2 Load the document into the automatic document feeder. (This step is not necessary with polling reception.)

3 If necessary, change the resolution setting (p. 5-14). (This step is not necessary with polling reception.)

4 Press the one-touch dial key ([12] through [15]) programmed with the desired function.

```
PROGRAM DIAL 15
BROADCAST
```

```
☎=AAA TOKYO
          (TX=START)
```
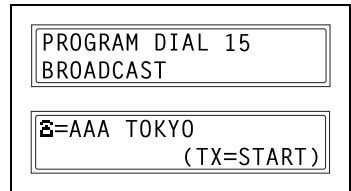
5 Press the [Start] key.

The programmed function automatically begins.

? Do you want to cancel the timer transmission?

→ To cancel a timer transmission, select **CANCEL RESERV.** from the "FUNCTION" menu (p. 6-21).

🔍
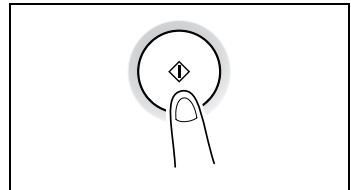
Detail
For details on setting program dialing, refer to "Specifying PROGRAM DIAL" on page 7-40.

To fax using the phone book

The phone book contains all programmed one-touch dialing and speed dialing numbers, allowing you to search for and select the recipient that you wish to send the fax to.

1 Press the [Fax] key to enter fax mode.

2 Load the document into the automatic document feeder.

3 If necessary, change the resolution setting (p. 5-14).

4 Press the [Phone book] key.

Phone Book
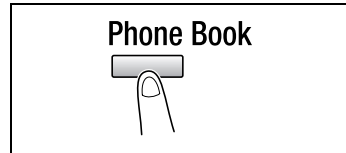
5 Using the [◄] and [►] keys, select either **LIST** or **SEARCH**, and then press the [Yes] key.

```
✳LIST      SEARCH
 ◄,► & YES
```

```
✳AAA NEW YORK      ▲
 OK=START          ▼
```

```
SEARCH->>AAA_
 OK=YES          [A]
```

– If **LIST** was selected:
The list of programmed one-touch dialing and speed dialing numbers is displayed. Using the [▲] and [▼] keys, select the desired recipient.

– If **SEARCH** was selected:
A screen appears, allowing you to enter the text to be searched for. Search for the desired recipient by entering part (or all) of the name programmed. For details on performing the search, refer to "To search the phone book" on page 5-11.
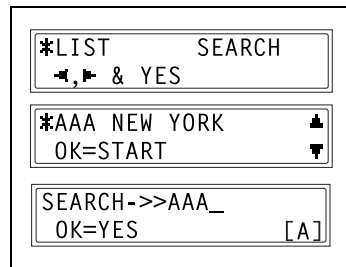
6 Press the [Start] key to begin scanning and sending the fax.

To search the phone book

1 Press the [Phone book] key.

2 Using the [◄] and [►] keys, select
SEARCH, and then press the [Yes]
key.

```
✳LIST      SEARCH
 ◄,► & YES
```
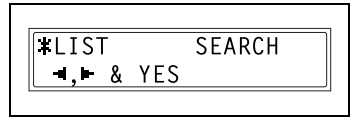
A screen appears, allowing you to
enter the text to be searched for.

3 Using the 10-key pad, enter the first
few characters of the name pro-
grammed for the desired recipient.

```
SEARCH->>AAA_
 OK=YES        [A]
```
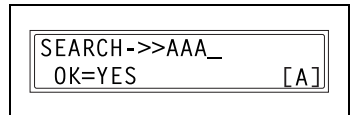
– Enter the name programmed in
the one-touch dial key or the speed dial number. (For details on en-
tering text, refer to "Entering Text" on page 3-23.)
– From 1 to 10 characters can be entered.

4 Press the [Yes] key.

The number of names beginning with
the text entered in step 3 is dis-
played.
To select a recipient from the dis-
played search results, skip to step 7.

```
✳SEARCHING✳
```
```
AAA (1Ø)
 SEARCH=YES (SEE=▼▲)
```
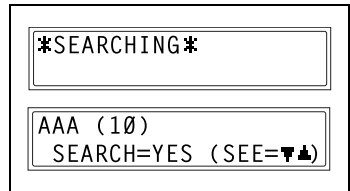
? Are there no one-touch dialing or
speed dialing numbers with names beginning with the entered text?

➔ After "(0)" is displayed, the screen allowing you to enter the search
text appears.

5 To narrow down the search results
even further, press the [Yes] key, and
then enter more search text.

```
SEARCH->>AAA NEW_
 OK=YES        [A]
```
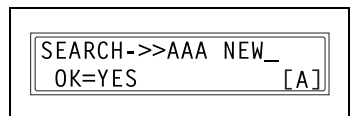
6 Press the [Yes] key.

7 Using the [▲] and [▼] keys, select the
desired recipient.

```
AAA NEW (2)
 SEARCH=YES (SEE=▼▲)
```
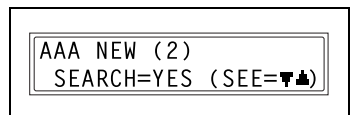
? Does the desired recipient name
not appear in the search results?

➔ Press the [No/C] key twice to return to the screen allowing you to
enter the search text, and then try searching for different text.

8 Press the [Start] key to begin scan-
ning and sending the fax.

```
✳AAA NEW YORK        ▲
 OK=START            ▼
```

To redial the last recipient called

1 Press the [Fax] key to enter fax mode.

2 Load the document into the automatic document feeder.

3 If necessary, change the resolution setting (p. 5-14).

4 Press the [Redial/Pause] key.

The fax number of the last recipient called is displayed.

5 Press the [Start] key to begin scanning and sending the fax.
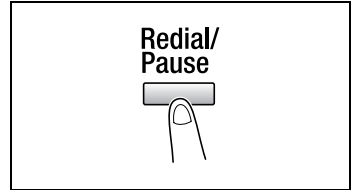
5.2 Transmission settings

Adjusting the fax resolution

Selecting one of the following resolutions to match the type of document to be faxed (documents containing a lot of small print, detailed illustrations or photos) will produce a sharper result.

Document type	Resolution setting
Documents with normal print	Standard
Documents containing small print, such as newspapers Documents containing detailed illustrations	Fine, Super fine
Documents containing text and objects with varying shades, such as photos	Standard + Half tone, Fine + Half Tone
Documents containing objects with varying shades, such as photos	Fine + Half tone, Super fine + Half tone

To specify the resolution

1 Load the document into the automatic document feeder.

2 Press the [Resolution] key on the control panel to select the resolution mode.

3 Using the [◀] and [▶] keys, select the fax resolution, and then press the [Yes] key.

✎ **. . .**

Note

Depending on the recipient's fax machine, faxes sent with the Super fine or Super fine + Half tone setting may not be sent as specified, and instead are sent with the Fine or Half tone setting.

If the Half Tone or Super fine + Half tone setting is specified, the fax may be sent with a decreased resolution depending on the quality of the recipient's fax machine or whether the document size is larger than the paper loaded in the recipient's fax machine.

5.3 Basic Faxing

To fax using the automatic document feeder

1 Press the [Fax] key to enter fax mode.

```
16:00 STD ▊    100%
 -SET DOC.FACE UP-
```
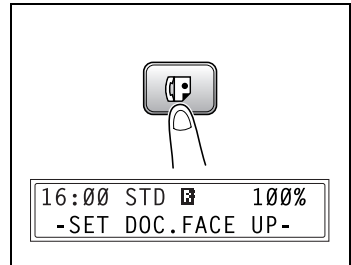
2 Load the document face up into the automatic document feeder.

3 Adjust the document guide plates to fit the size of the document.

4 If necessary, change the resolution setting (p. 5-14).
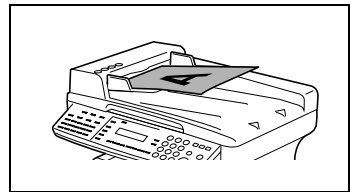
5 Using the 10-key pad, enter the fax number of the recipient.

```
▊=1_
SUB=▼           [1]
```

– The fax number of a previously programmed recipient can also be specified. Refer to "Dialing" on page 5-3.
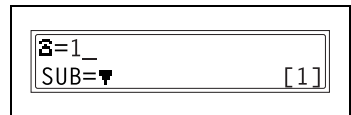
6 Press the [Start] key to begin scanning and sending the fax.

Once transmission is finished, a beep is sounded.
If the fax could not be sent, the transmission result report is printed (p. 7-76).

? Do you want to stop the transmission?

→ To stop the transmission, press the [Stop] key.

? Do you want to cancel a scanned document queued for transmission or a fax waiting to be redialed?

→ Select CANCEL RESERV. from the "FUNCTION" menu (p. 6-21).

✎ **. . .**

Note

About 224 A4-size document pages can be scanned and stored in the memory at one time. If the optional expansion memory (32 MB Memory for Fax) is installed, as many as 1024 document pages can be stored.

✎ **. . .**

Reminder

While faxing, if the recipient's fax machine is busy or does not answer or if, for any other reason, such as a transmission error, the fax is not sent correctly, the transmission result report is printed.

To fax documents positioned on the original glass

1 Press the [Fax] key to enter fax mode.

```
16:00 STD ▣     100%
-SET DOC.FACE UP-
```
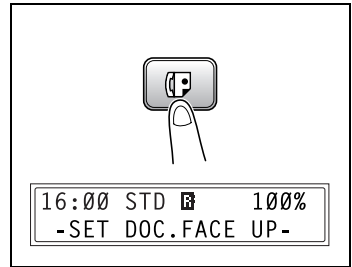
2 Lift open the automatic document feeder.

3 Position the document to be faxed face down on the original glass.
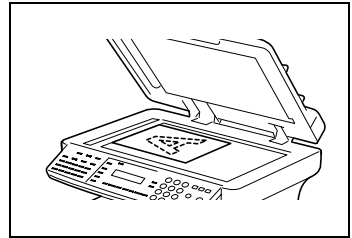
4 Align the document on the scales above and to the left of the original glass.

5 If necessary, change the resolution setting (p. 5-14).

6 Using the 10-key pad, enter the fax number of the recipient, and then press the [Yes] key.
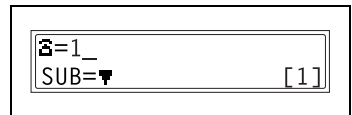
```
▣=1_
SUB=▼          [1]
```

– The fax number of a previously programmed recipient can also be specified. Refer to "Dialing" on page 5-3.

7 Press the [Start] key to display a message confirming the size of the loaded document page. If the indicated page size is correct, press the [Yes] key. To scan multiple document pages, continue loading pages and pressing the [Yes] key until all pages are scanned. After scanning all document pages to be faxed, press the [Start] key to begin sending the fax.

Once transmission is finished, a beep is sounded.
If the fax could not be sent, the transmission result report is printed (p. 7-76).

? Do you want to stop the transmission?
➔ To stop the transmission, press the [Stop] key.

If the memory becomes full while scanning fax documents

If the memory becomes full while scanning a document for memory transmission, only the pages that have been scanned are sent.

With a queued transmission (a fax transmission requested while another fax transmission job is being performed) or timer transmission, if the memory becomes full while scanning the document, a message appears, allowing you to select whether to send just the scanned pages or cancel the transmission. If the transmission is canceled, the data for the scanned pages is deleted. After the other fax transmission or reception is finished, check the amount of memory available, and then try sending the fax again.

5.4 Checking transmission results

The transmission result information for a maximum of 60 sent and received documents is saved.

To check the transmission result

1 Press the [Status] key.

```
                              Status
                            ┌───────┐
                            └───────┘
                                👆
```

2 Press the [▼] key.

```
┌─────────────────────────┐
│TOTAL PAGE?             ▲ │
│ OK=YES                 ▼ │
└─────────────────────────┘
```

3 Press the [Yes] key.

```
┌─────────────────────────┐
│TX/RX RESULT?          ▲ │
│ OK=YES                ▼ │
└─────────────────────────┘
```
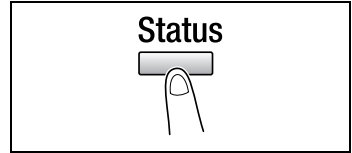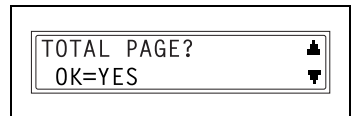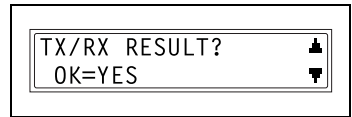
4 Using the [▲] and [▼] keys, display the desired transmission results to check them.
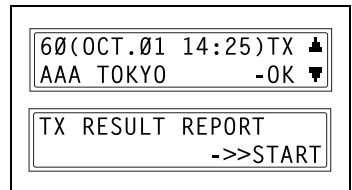
```
┌─────────────────────────┐
│6Ø(OCT.Ø1 14:25)TX  ▲ │
│AAA TOKYO        -OK ▼ │
└─────────────────────────┘
┌─────────────────────────┐
│TX RESULT REPORT         │
│             ->>START    │
└─────────────────────────┘
```

? What does TX and RX indicate?
➔ **TX** indicates sent faxes.
RX indicates received ones.

? Do you want to return to the main screen?
➔ Press the [No/C] key twice while the transmission results are displayed, the main screen appears.

? Do you want to print the transmission result report?
➔ Press the [Start] key. After the transmission result report is printed, the main screen appears.

6

Fax transmission/ Reception methods

6 Fax transmission/Reception methods

6.1 Transmission methods

6.1.1 Memory transmission

With memory transmission, the document is scanned, then stored in the memory for transmission (queued transmission).

Memory transmission is selected as the default transmission mode.

$\mathbb{Q}$

Detail

For details on sending faxes through memory transmission, refer to "Basic Faxing" on page 5-15.

To specify memory TX

1 Press the [Fax] key to enter fax mode.
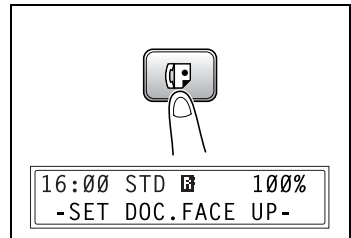
```
16:00 STD ▣    100%
-SET DOC.FACE UP-
```

2 Load the document into the automatic document feeder.

3 If necessary, change the resolution setting (p. 5-14).
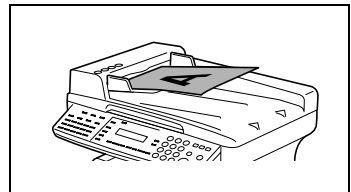
4 Press the [Memory TX] key.

5 Check that the memory TX lamp lights up. If the memory TX lamp is not lit, the direct transmission is selected.

Memory TX
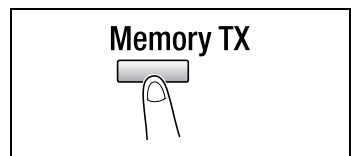
6 Using the 10-key pad, enter the fax number of the recipient.

–   The fax number of a previously programmed recipient can also be specified. For details, refer to "Dialing" on page 5-3.

```
📠=1_
SUB=📞              [1]
```

7 Press the [Start] key to begin scanning and sending the fax.

Once transmission is finished, a beep is sounded.
If the fax could not be sent, the transmission result report is printed (p. 7-76).

? Do you want to stop the transmission?

→ To stop the transmission, press the [Stop] key.

6.1.2 Direct transmission

If the memory TX lamp is not lit, the direct transmission is selected. One page of the document at a time can be scanned, according to the transmission status. This ensures that even documents with many pages can be sent.

✎ **. . .**

Note

When faxing using direct transmission, the document should be loaded into the automatic document feeder. Transmission is not possible by positioning the document on the original glass.
If direct transmission is specified while a fax is being sent or received, the transmission will be queued.
With direct transmission, multiple recipients cannot be specified.
Direct transmission and timer transmission cannot be performed at the same time.

6.1.3 Manual transmission

If the machine is connected to a telephone and the same line is used for phoning and faxing, the document can simply be sent after talking with the recipient over the phone.

This is useful, for example, if you wish to tell the recipient that you are sending a fax.

✎ **. . .**
Note
If the recipient's fax machine is set to receive faxes automatically (automatic reception), a beep is sounded without the recipient answering the phone; however, at that time, the telephone cannot be used for talking. If the fax is to be sent after talking on the telephone, use the automatic document feeder.
Manual transmission is possible if a telephone (either purchased or rented) is connected to the TEL port of this machine.

✎ **. . .**
Note
Even when pulse dialing is being used, entering "✱" produces signals for tone dialing.

To send a fax manually

1 Load the document into the automatic document feeder.

2 If necessary, change the resolution setting (p. 5-14).

3 Pick up the telephone receiver.
Check that the dial tone can be heard.

```
┌─────────────────────┐
│ ✱TALKING✱           │
└─────────────────────┘
```

4 Specify the fax number of the recipient.

– Use the telephone to dial the fax number.
– The fax number of the recipient can also specified using the keys in the control panel of this machine (p. 5-3).

5 After finishing talking on the phone, the recipient should press the necessary key to start receiving the fax.
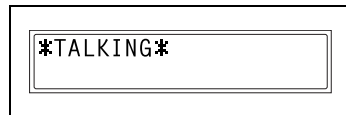
Once the recipient's fax machine is ready, a beep is sounded.

6 Press the [Start] key to begin scan-
ning and sending the fax.

```
⇌⏋(0123456          )
  -PRESS START KEY-
```

7 Replace the telephone receiver.

? Do you want to stop the transmission?

➔ Press the [Stop] key.

✎ **. . .**
Note
*If the [Speaker] key is pressed instead of picking up the telephone receiv-
er, the speaker can be used for manual transmission in the same way as
described above.*

6.1.4 Batch transmission

Multiple documents can be stored in the memory and faxed together at a specified time. In order to use this function, the corresponding utility mode function must first be used to program a one-touch dial key with the batch transmission settings (transmission time) (p. 7-28).

To fax using batch transmission

1 Load the document into the automatic document feeder.

2 If necessary, change the resolution setting (p. 5-14).

3 Press the one-touch dial key programmed with the desired batch transmission settings.

```
ONE-TOUCH DIAL 01
```

```
⌂=AAA TOKYO
            (TX=START)
```

4 Press the [Start] key to begin scanning the document.
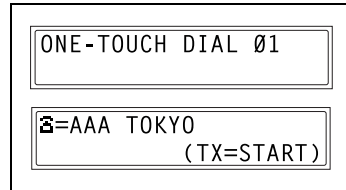
The document is automatically sent at the specified time.

? Do you want to cancel a batch transmission?

➔ Select CANCEL RESERV. from the FUNCTION menu (p. 6-21).

6.1.5 Broadcast transmission

The same document can be sent to multiple recipients at one time.

A maximum of 231 recipients can be specified for the same transmission.

The recipients can be specified by using the one-touch dial keys, the speed dial numbers or group dialing, by selecting from the phone book, or by entering the fax number using the 10-key pad.

✎ **. . .**
Note
A maximum of 16 recipients can be specified by entering the fax number using the 10-key pad.
A maximum of 15 recipients can be programmed with a one-touch dial key and a maximum of 200 recipients can be programmed with a speed dial number.

✎ **. . .**
Note
With the result report printed after the transmission is finished, you can check whether the fax was sent to all recipients.

To fax using broadcast transmission

1 Position the document.

2 If necessary, change the resolution setting (p. 5-14).

3 Press the [Function] key.
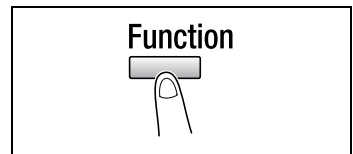
4 Press the [1] key from the 10-key pad.
or
Press the [Function] key once to select **BROADCAST**, and then press the [Yes] key.

```
FUNCTION
 SEL.0-8/or FUNCTION

1 BROADCAST
```
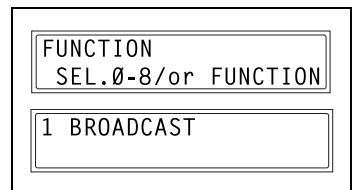
5 Specify the fax number of the recipient.
Repeat the appropriate operations described below until all recipients have been specified.

? Do you want to use one-touch dial keys?

➜ Press the one-touch dial key programmed with the desired fax number.

```
NO.001=ONE-TOUCH 01
```

➜ Press the [Yes] key, and then specify the next recipient.

```
NO.001=AAA TOKYO
 OK=YES (Fin.=START)
```

? Do you want to use speed dial numbers?

➜ Press the [Speed Dial] key, and then use the 10-key pad to enter the 3-digit speed dial number programmed with the desired fax number.

```
NO.002=SPEED 011
```

```
NO.002=AAA OSAKA
 OK=YES (Fin.=START)
```

➜ Press the [Yes] key, and then specify the next recipient.

? Do you want to use group dialing?

➜ Press the one-touch dial key programmed with the desired group of fax numbers.

➜ Press the [Yes] key, and then specify the next recipient.

? Do you want to select from the phone book?

➜ Press the [Phone Book] key, and then select either **LIST** or **SEARCH** to select the desired fax number.
For details, refer to "To fax using the phone book" on page 5-10.

➜ Press the [Yes] key, and then specify the next recipient.

? Do you want to enter the number using the 10-key pad?

➜ Enter the fax number of the recipient.

```
NO.003=0123456_
 SUB=▼
```

➜ Press the [▼] key. F codes (SUB and SID) can also be entered.

➜ Press the [Yes] key, and then specify the next recipient.

? Has the wrong fax number been specified?

➜ Press the [No/C] key to delete the current selection. This is valid only before the recipient is set by pressing the [Yes] key.

6 Press the [Start] key.

A message appears, allowing you to select whether or not to check the recipients.

7 To check the recipients, press the [Yes] key. If you do not wish to check the recipients, continue with step 9.

```
CHECK DESTINATIONS?
 OK=YES    (TX=START)
```

The recipients specified in step 5 are displayed in the order that they were selected.

8 Check the recipient, and then press the [Yes] key.

After all recipients have been checked, **Fin.=START** appears in the display.

? Do you want to delete the displayed recipient?

➔ Press the [No/C] key.

```
NO.001=AAA TOKYO
 OK=YES     (DEL=NO)
```

```
 *NO.001 DELETED*
```

```
NO.005=_
 Fin.=START      [1]
```

9 Press the [Start] key to begin scanning and sending the fax.

6.1.6 Timer transmission

A document can be scanned and stored in the memory to be sent at a specified time. This function is convenient for sending documents with a large number of pages at discounted calling times.

✎ **. . .**

Note
The time is set for a 24-hour period.
If the machine is not programmed with the current time (p. 7-78), the fax cannot be sent at the specified time.
A timer transmission cannot be performed at the same time as a direct transmission.

✎ **. . .**

Note
Timer transmission can be combined with broadcast transmission, mailbox transmission, polling reception, or relay initiation transmission.

To fax using timer transmission

1 Position the document.

2 If necessary, change the resolution setting (p. 5-14).

3 Press the [Function] key.
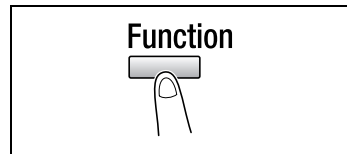
4 Press the [2] key from the 10-key pad.
or
Press the [Function] key twice to select **TIMER TX**, and then press the [Yes] key.
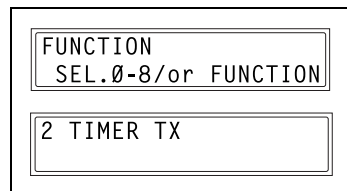
A screen appears, allowing you to specify the transmission time.


```
FUNCTION
 SEL.0-8/or FUNCTION

2 TIMER TX
```

5 Using the 10-key pad, enter the de-
sired transmission time, and then
press the [Yes] key.
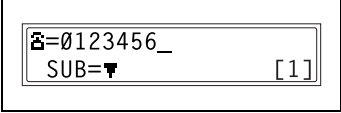
```
TIMER=21:00
 OK=YES
```

? Do you want to correct the time?

➔ Press the [No/C] key, and then enter the correct time.

6 Specify the fax number of the recipi-
ent. For details, refer to "Dialing" on
page 5-3.

```
=0123456_
 SUB=         [1]
```

7 Press the [Start] key.

The machine scans the document, then enters transmission standby
mode.

6.1.7 Mailbox transmission

The fax can be sent to a recipient's mailbox.

This is perfect for sending an important document to a specific person.

✎ **. . .**

Note

Mailbox transmission is compatible with F code transmission. Machines compatible with F codes can be specified as recipients for mailbox transmission.

To fax using mailbox transmission

1 Position the document.

2 If necessary, change the resolution setting (p. 5-14).

3 Press the [Function] key.

```
Function
```
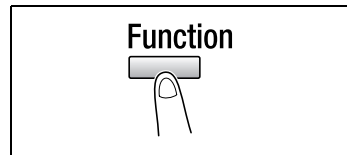
4 Press the [3] key from the 10-key pad.
or
Press the [Function] key 3 times to select **MAILBOX TX**, and then press the [Yes] key.

```
FUNCTION
 SEL.0-8/or FUNCTION

3 MAILBOX TX
```
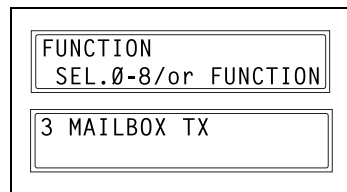
5 Specify the recipient, and then press the [Yes] key. For details, refer to "Dialing" on page 5-3

A screen appears, allowing you to specify the mailbox ID.

```
🖀=0123456_
 OK=YES
```
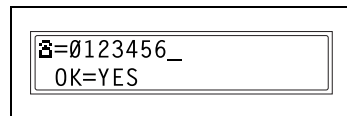
6 Using the 10-key pad, enter the mail-
box ID of the recipient.

```
MAILBOX ID=1234
 OK=YES
```

– Enter the mailbox ID (SUB) (20
digits or less) registered for the
recipient.
– If the recipient is specified using a one-touch dial key or a speed
dial number also programmed with a SUB, the SUB is displayed as
the mailbox ID. If necessary, change the mailbox ID.

? Do you want to correct the mailbox ID?

➔ Press the [No/C] key, and then enter the new number.
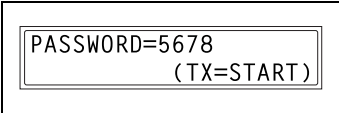
7 Press the [Yes] key.

8 Using the 10-key pad, enter the
password.

```
PASSWORD=5678
          (TX=START)
```

– Enter the password (20 digits or
less) if a password has been set
for the recipient's mailbox.

? Do you want to correct the password?

➔ Press the [No/C] key, and then enter the new number.

9 Press the [Start] key to begin scanning and sending the fax.

6.1.8 Relay initiation transmission

Documents can be sent from this machine (transmitting station) to another fax machine (acting as a relay station), which then sends the documents to multiple recipients (receiving stations). By relaying the documents through a fax machine closer to the remote recipients, the transmission time and cost for the transmitting station are reduced.

In order to fax using relay initiation transmission, a relay box must first be programmed at the relay station.

✎ ...

Note

Relay initiation transmission is compatible with F code transmission. Only machines that are compatible with relay broadcast transmission should be specified as relay stations. This machine can be specified as a relay station.
Relay initiation transmission and mailbox transmission cannot be performed at the same time.
In order to fax using relay initiation transmission, a relay box ID must first be programmed at the relay station (p. 7-49).

To fax using relay initiation transmission

1 Position the document.

2 If necessary, change the resolution setting (p. 5-14).

3 Press the [Function] key.
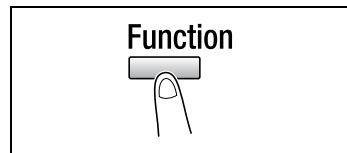
4 Press the [7] key from the 10-key pad.
or
Press the [Function] key 7 times to select **RELAY INITIATE**, and then press the [Yes] key.
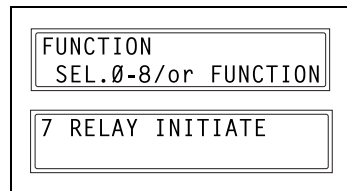
5 Specify the relay station, and then press the [Yes] key. For details, refer to "Dialing" on page 5-3.

```
📠=0123456_
 OK=YES
```

A screen appears, allowing you to specify the relay box ID.
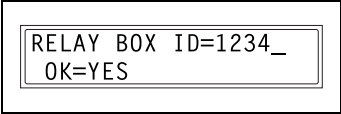
6 Using the 10-key pad, enter the relay box ID.

```
RELAY BOX ID=1234_
 OK=YES
```

– Enter the mailbox ID (SUB) (20 digits or less) registered for the recipient.
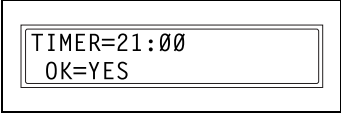
? Do you want to correct the ID?

➔ Press the [No/C] key, and then enter the new number.

7 Press the [Yes] key.
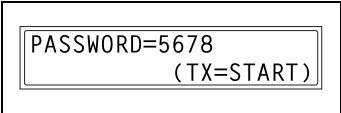
A screen appears, allowing you to specify the password.

8 Using the 10-key pad, enter the password.

```
PASSWORD=5678
         (TX=START)
```

– Enter the password (20 digits or less) if a password has been set at the relay station.

? Do you want to correct the password?

➔ Press the [No/C] key, and then enter the new number.

9 Press the [Start] key to begin scanning and sending the fax.

6.1.9 Polling Transmission

Documents scanned and saved in the memory can be retrieved by the recipient.

✎ ...
Note
Polling transmission is compatible with F code transmission.
A maximum of 30 polling transmissions can be programmed.
If the memory is full, polling transmission cannot be set.
With polling transmission, the recipient incurs the cost of the call.

To set up polling transmission

1 Position the document.

2 If necessary, change the resolution setting (p. 5-14).

3 Press the [Function] key.

```
Function
```

4 Press the [5] key from the 10-key pad.
or
Press the [Function] key 5 times to select **POLLING TX**, and then press the [Yes] key.

```
FUNCTION
 SEL.0-8/or FUNCTION

5 POLLING TX
```

5 Using the [◄] and [►] keys, select either **SINGLE** or **MULTI**, and then press the [Yes] key.

```
✻SINGLE     MULTI
 ◄,► & YES
```
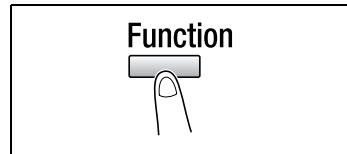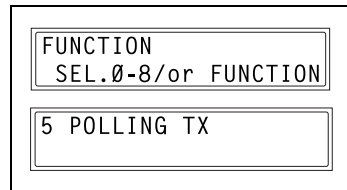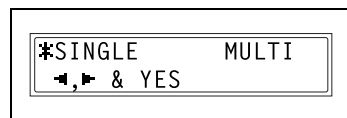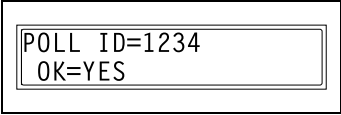
– To allow only one polling transmission request, then delete the document from the memory, select **SINGLE**.
– To allow multiple polling transmission requests, select **MULTI**. The document is stored in the memory until it has been deleted.
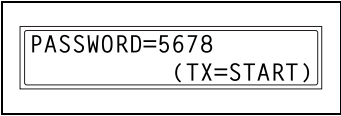
6 Using the 10-key pad, enter the 4-digit polling ID, and then press the [Yes] key.

```
POLL ID=1234
 OK=YES
```

– If you do not wish to set a polling ID, skip to step 8.
– The polling ID can be set to any number between 0000 and 9999.
– If there is only one polling transmission document, it is not necessary to specify a polling ID and password.

7 Using the 10-key pad, enter the 4-digit password.

```
PASSWORD=5678
         (TX=START)
```

– If you do not wish to set a password, continue with step 8.
– The password can be set to any number between 0000 and 9999.

8 Press the [Start] key.

The machine scans the document, then enters standby mode.

To delete a document from the polling transmission setup

1 Press the [Function] key.

Function

2 Press the [5] key from the 10-key pad.
or
Press the [Function] key 5 times to select **POLLING TX**, and then press the [Yes] key.

```
FUNCTION
 SEL.0-8/or FUNCTION
```

```
5 POLLING TX
```

If polling transmission has been set, a screen appears, allowing you to specify the polling ID.

3 Using the [◀] and [▶] keys, select either **SINGLE** or **MULTI**, and then press the [Yes] key.

```
✱SINGLE      MULTI
 ◀,▶ & YES
```

4 Using the 10-key pad, enter the poll-
ing ID, and then press the [Yes] key.

```
POLL ID=1234
 OK=YES
```

5 Press the [No/C] key to delete from
the memory the document set for
polling transmission.

```
REGISTERED!    KEEP?
 OK=YES    (DEL=NO)
```

? Do you want to keep the polling
transmission setting?

```
POLL TX DOC. DELETED
```

➔ Press the [Yes] key.

6 Press the [No/C] key twice to return to the main screen.

6.1.10 Canceling (Deleting) a Document Queued in the Memory for Transmission

Of the documents stored in the memory and waiting to be sent, a specific document can be selected and deleted.

To cancel a queued document

1 Press the [Function] key.
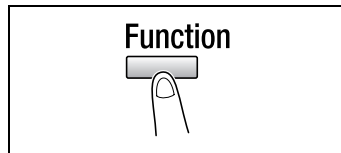
2 Press the [8] key from the 10-key pad.
or
Press the [Function] key 8 times to select **CANCEL RESERV.**, and then press the [Yes] key.

```
FUNCTION
 SEL.0-8/or FUNCTION

8 CANCEL RESERV.
```
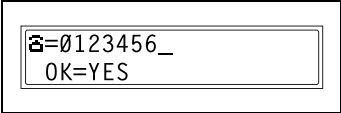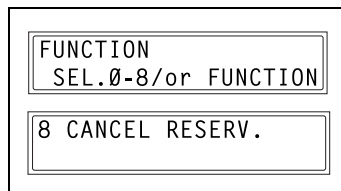
The details (specified transmission time/type of transmission) of the jobs queued in the memory are displayed.

? Have no jobs been queued in the memory?

→ The message **NONE** appears.

3 Using the [▲] and [▼] keys, select the job to be deleted.

```
01 [13:25] TIMER   ▲
 DEL=YES  (CONF.=▶)▼

02 [  :  ] MEMORY  ▲
 DEL=YES  (CONF.=▶)▼
```

– The following types of job are displayed.
MEMORY: Memory transmission
B-CAST: Broadcast transmission
TIMER: Timer transmission
M.B. TX: Mailbox transmission
POLL-TX: Polling transmission
POLL-RX: Polling reception
RELAY: Relay initiation transmission
FORWARD: Fax forwarding

– To check the recipient of the currently displayed transmission job, press the [▶] key. After checking, press the [Yes] key to return to the previous screen.
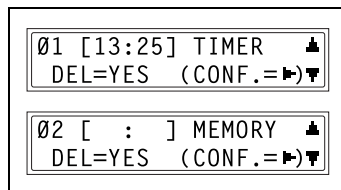
4 Press the [Yes] key to delete the displayed job.

FUNCTION menu appears in the display.

```
*02 [  :  ] MEMORY
          CANCELED*
```

5 To delete another queued job, repeat steps 2 and 4.

6 If you are finished deleting jobs, press the [No/C] key to return to the main screen.

6.2 Reception methods

6.2.1 Manual reception

This machine normally receives faxes automatically. However, if a telephone is connected and the same line is used for phoning and faxing, the document can simply be received after talking with the caller over the phone.

✎ **...**

Note

Manual reception is possible if a telephone is connected to the TEL port of this machine.
To receive faxes manually, use the corresponding utility mode function to select the manual reception mode (p. 7-64).

To receive a fax manually

1 After the telephone rings, pick up the receiver to talk with the caller.

2 After talking and the caller's fax machine sounds long beeps, press the [Start] key.

The machine starts receiving the fax.

? Were the long beeps not sounded by the caller's fax machine?

➔ If the caller's fax machine is set to send automatically, the long beeps may not be sounded.

3 If the telephone receiver is replaced, the fax reception is finished and the machine sounds a beep.

6.2.2 Memory reception

This machine automatically prints faxes that it has received. However, when receiving confidential faxes, the received document can be stored in the memory and printed at a specified time or when memory reception is turned off.

🔍 **Detail**

Memory reception is set using the corresponding utility mode function. For details on changing the setting, refer to "Specifying MEMORY RX MODE" on page 7-64.

6.2.3 Mailbox reception

If mailbox numbers and F codes (mailbox IDs and passwords) have already been programmed on this machine, this function can be used to receive only those faxes with an identical mailbox ID and password specified by the caller.

Since the received fax can only be retrieved after entering the corresponding mailbox ID, confidential faxes can safely be sent and received.

Detail
For details on programming the mailboxes, refer to "Specifying MAIL-BOX" on page 7-55.

To retrieve a document from a mailbox

1 Press the [Function] key.
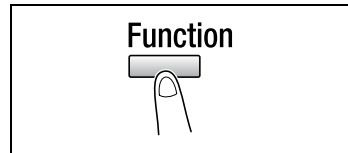
Function

2 Press the [4] key from the 10-key pad.
or
Press the [Function] key 4 times to select **PRINT MAILBOX RX**, and then press the [Yes] key.
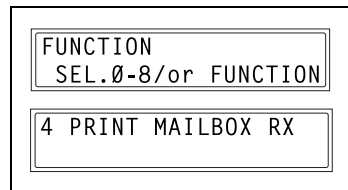
A screen appears, allowing you to enter the mailbox ID.

```
FUNCTION
 SEL.0-8/or FUNCTION

4 PRINT MAILBOX RX
```

3 Using the 10-key pad, enter the 4-digit mailbox ID, and then press the [Yes] key.

```
MAILBOX ID=1234
 OK=YES
```
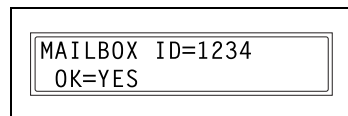
6.2.4 Polling Reception

Using polling reception, documents set up in other fax machines can be received.

✎ **. . .**
Note
Polling reception is compatible with F code transmission.

To receive a fax using polling reception
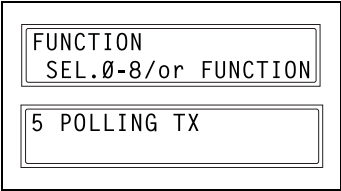
1 Press the [Function] key.

```
Function
```
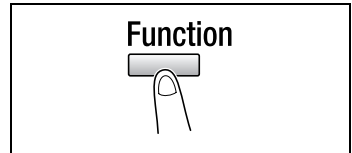
2 Press the [6] key from the 10-key
pad.
or
Press the [Function] key 6 times to
select **POLLING RX**, and then press
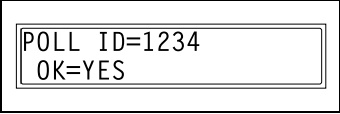the [Yes] key.

```
FUNCTION
 SEL.0-8/or FUNCTION

6 POLLING RX
```
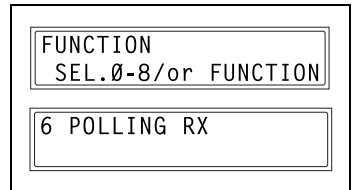
3 Specify the fax number to be called.
For details, refer to step 5 of "To fax
using broadcast transmission" on
page 6-9.

```
NO.001=ONE-TOUCH 01
```
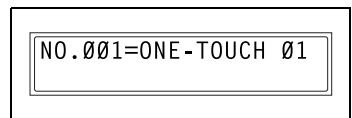
4 To enter the polling ID and pass-
word, press the [▼] key.

– If there is no need to enter a poll-
ing ID and password, skip to step
7.

```
NO.001=AAA TOKYO
 OK=YES  (POLL ID=▼)
```
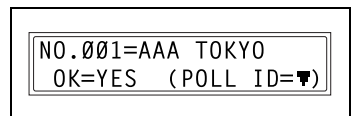
5 Using the 10-key pad, enter the poll-
ing ID (20 digits or less), and then
press the [Yes] key.
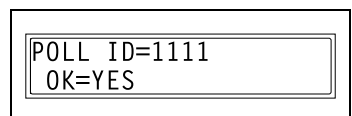
```
POLL ID=1111
 OK=YES
```

6 Using the 10-key pad, enter the password (20 digits or less), and then press the [Yes] key.

```
PASSWORD=2222
 OK=YES
```

7 To specify multiple fax numbers, re-peat steps 3 through 6.

– If you do not wish to specify other fax numbers, continue with step 8.

```
NO.002=
        (Fin.=START)
```

8 Press the [Start] key.

A message appears, allowing you to select whether or not to check the fax numbers to be called.

9 To check the numbers to be called, press the [Yes] key.

– If you do not wish to check the numbers to be called, skip to step 11.

```
CHECK DESTINATIONS?
 OK=YES    (RX=START)
```

10 The fax numbers specified in step 3 are displayed in the order that they were selected.
Check the fax numbers, and then press the [Yes] key.

After all fax numbers have been checked, **Fin.=START** appears in the display.

? Do you want to delete the dis-played fax number?

➔ Press the [No/C] key.

```
NO.001=AAA TOKYO
 OK=YES      (DEL=NO)
```

```
 *NO.001 DELETED*
```

```
NO.002=
        (Fin.=START)
```

11 Press the [Start] key.

6.3 Using F codes

This machine is compatible F code transmissions.

F codes are mailbox functions, such as SUB (sub-addresses), SEP (selective polling), SID and PWD (passwords), regulated by the G3 standards of the ITU-T (International Telecommunication Union). Mailbox transmission and reception is possible only with similar machines compatible with F code transmission. Using the 10-key pad, the following F codes can be set, depending on the use.

F codes
- SUB:
  Specify when transmitting while using F codes.
- SID:
  Specify when limiting the recipient/caller with a password.
- SEP:
  Specify when calling another fax machine to receive a document set up in it (polling reception).

✎ **...**

Note
The F code function is only available with fax machines that have this function as well. Ask your partner, if their machine can process F code transmissions.
If one-touch dial keys or speed dial numbers are programmed with F codes (SUB and SID), the appropriate F code can quickly be transmitted to the recipient/caller.

6.3.1 Using Mailboxes

Specifying mailboxes

Mailboxes can be used if they are set up using the corresponding Utility mode function. For details, refer to "Mailbox reception" on page 6-24.
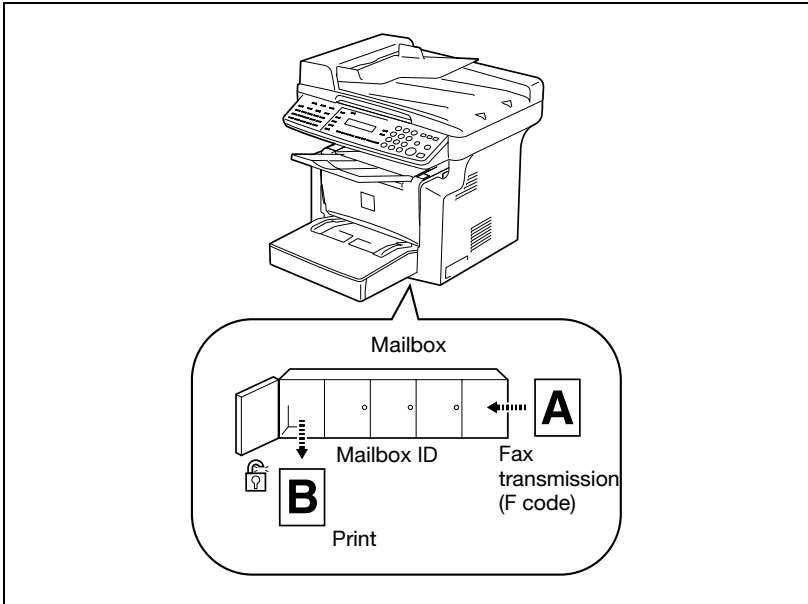
F code mailbox transmission/reception

A maximum of 5 mailboxes can be set up. Since a mailbox ID is required in order to retrieve documents received in the different mailboxes, confidential faxes can safely be sent and received.

For details, refer to "Specifying MAILBOX" on page 7-55.

If one-touch dial keys or speed dial numbers are programmed with F codes, the appropriate F code can quickly be transmitted.

For details, refer to "Mailbox transmission" on page 6-14.

6.3.2 Specifying F codes

When sending faxes

F codes can be specified when the 10-key pad is being used to enter the fax number of a recipient while sending a fax.

1 Using the 10-key pad, enter the fax number of the recipient.

```
📠=0123456_
  SUB=▼              [1]
```

2 Press the [▼] key, and then use the 10-key pad to enter the SUB.

```
SUB=9876_
  SID=▼    (TX=START)
```

– A number up to 20 digits long can be entered for the SUB.
– To enter an SID, continue with step 3.
– If an SID will not be entered, continue with step 4.

3 Press the [▼] key, and then use the 10-key pad to enter the SID.

```
SID=5555_
          (TX=START)
```

– A number up to 20 digits long can be entered for the SID.

4 Press the [Start] key to begin scanning and sending the fax.

Programming F codes

F codes can be specified when programming one-touch dial keys or speed dial numbers.

🔍
Detail
For details, refer to "Fax registration settings" on page 7-26.

7 Using the utility mode

7 Using the utility mode

There are fifteen menus in the utility mode.

No.	Name	Description
1	MACHINE SETTING	Used to specify settings for the machine's operating environment.
2	PAPER SOURCE SETUP	Used to specify the size and type of paper loaded in tray1. In addition, auto tray switching can be enabled for each tray.
3	USER MANAGE-MENT	Used to specify settings after the drum cartridge is replaced.
4	ADMIN.MANAGE-MENT	Used to specify setting for the administrator.
5	COPY SETTING	Used to specify the default settings for each copy function.
6	FAX REGISTRA-TION	Used to specify the default setting for each fax function.
7	TX OPERATION	Used to specify the default setting for TX operation.
8	RX OPERATION	Used to specify the default setting for RX operation.
9	COMM. SETTING	Used to specify the default setting for communicating environment.
10	REPORTING	Used to specify the default setting for each report function.
11	INITIAL USER DATA	Used to specify setting for the initializing user data.
12	NETWORK SET-TING	Available only if the optional network interface card NC-501 is installed. For details, refer to the User's Guide for the network interface card (NC-501).
13	E-MAIL SETTING 1	Available only if the optional scanner unit SU-502 is installed. For details, refer to the User's Guide for the scanner unit SU-502.
14	E-MAIL SETTING 2	
15	SCAN SETTING	

7.1 Machine settings

From the MACHINE SETTING menu, various settings for the machine's operating environment can be specified. Refer to the following table for details on each function.

No.	Name	Description
1	AUTO PANEL RESET	Whether the auto panel reset function is disable or the time (0.5 min, 1 min, 2 min, 3 min, 4 min, or 5 min) until the machine is reset after finishing copying/printing or after performing the last operation can be selected. If the auto panel reset function is enabled, all functions are automatically reset to their default settings. • Default setting: 1 min.
2	ENERGY SAVE MODE	If the machine performs no operations for a set length of time, it will automatically enter the energy save mode. The length of time until the machine enters energy save mode can be set between 1 and 240 min (in 1 min increments). • Default setting: 15 min.
3	DENSITY (ADF)	The scanning density when using the automatic document feeder can be adjusted. ***Mode 1:*** For printing lighter copies of dark documents to avoid darkening of copies. ***Mode 2:*** For printing copies with same density as documents. • Default setting: Mode 1.
4	DENSITY (BOOK)	The density when scanning from the original glass can be adjusted. ***Mode 1:*** For printing copies with same density as documents. ***Mode 2:*** For printing lighter copies of dark documents to avoid darkening of copies. • Default setting: Mode 1.
5	PRINT DENSITY	The copy/print density can be adjusted to one of six levels between –3 and +2. With the normal print density at 0, choose a smaller number for a lighter print or choose a higher number for a darker print. • Default setting: 0 (Normal).
6	LCD CONTRAST	The brightness of the display can be set to one of four levels between –1 and +2. • Default setting: 0 (Normal).
7	LANGUAGE	The display language can be selected. • Default setting: English.
8	LAMP OFF TIME	The time until the exposure lamp goes off can be adjusted. ***Mode 1:*** When four hours have passed since the last operation was performed ***Mode 2:*** When the machine enters energy save mode • Default setting: Mode 1.
9	BUZZER VOLUME	This function can be used to set the volume of alarms and the beep sounded when a key is pressed. • Default setting: LOW.

No.	Name	Description
0	INITIAL MODE	This function can be used to set the mode (Copy mode or Fax mode) that the machine starts up in or returns to after the Control Panel is reset. • Default setting: COPY.

Selecting the MACHINE SETTING menu

1 Press the [Utility] key.

MACHINE SETTING appears.

```
┌─────────────────────┐
│MACHINE SETTING?    ▲│
│ OK=YES / or Ø-9    ▼│
└─────────────────────┘
```

Utility

2 From the 10-key pad, press the key [0] to [9] for the machine setting function that you wish to set.

The machine setting functions are as follows:
1 AUTO PANEL RESET
2 ENERGY SAVE MODE
3 DENSITY (ADF)
4 DENSITY (BOOK)
5 PRINT DENSITY
6 LCD CONTRAST
7 LANGUAGE
8 LAMP OFF TIME
9 BUZZER VOLUME
0 INITIAL MODE

? Do you want to quit changing the machine settings?

➔ Press the [No/C] key. **STOP SETTING?** appears.

➔ Press the [Yes] key to quit changing the settings.
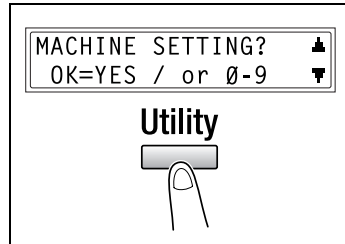
Specifying AUTO PANEL RESET

1 Select **AUTO PANEL RESET** in the MACHINE SETTING menu. For details, refer to page 7-6.

```
1 AUTO PANEL RESET
```

```
*ON          OFF
-,- & YES
```

◄ Auto/Photo ►

Yes

2 Press the [◄] and [►] keys to select either **ON** or **OFF**, and then press the [Yes] key.

? Do you want to disable the panel reset function?

→ Select **OFF**. The auto panel reset function is disabled. **MACHINE SETTING** appears again.
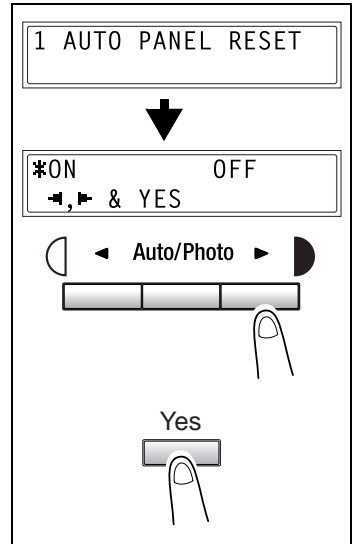
3 Press the [◄] and [►] keys to select the desired time period (min).

4 Press the [Yes] key.

```
0.5 *1  2  3  4  5
-,- & YES
```

◄ Auto/Photo ►
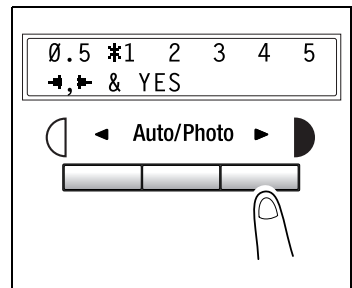
Specifying ENERGY SAVE MODE

1 Select **ENERGY SAVE MODE** in the MACHINE SETTING menu. For details, refer to page 7-6.

2 Use the 10-key pad to specify the desired length of time until the copier enters energy save mode. The timer can be set between 1 min and 240 min.

? Do you want to clear the entered value?

➜ Press the [No/C] key and enter the correct value.

3 Press the [Yes] key.

```
┌─────────────────────────┐
│ 2 ENERGY SAVE MODE      │
└─────────────────────────┘
            ▼
┌─────────────────────────┐
│ TIMER= 15min(1-240)     │
│  OK=YES                 │
└─────────────────────────┘

    1    2    3
    4    5    6
    7    8    9
    *    0    #
```
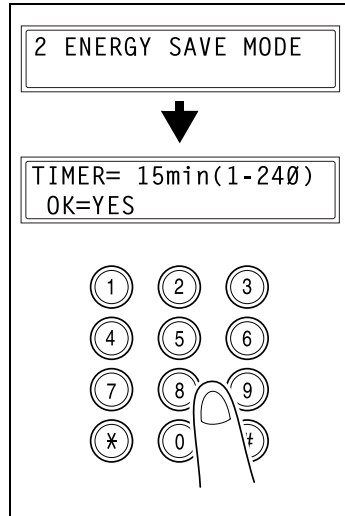
Specifying DENSITY (ADF)

1 Select **DENSITY (ADF)** in the MACHINE SETTING menu. For details, refer to page 7-6.

2 Press the [◄] and [►] keys to select either **MODE 1** or **MODE 2**.

3 Press the [Yes] key.

```
┌─────────────────────────┐
│ 3 DENSITY(ADF)          │
└─────────────────────────┘
            ▼
┌─────────────────────────┐
│ *MODE1      MODE2       │
│  ◄,► & YES              │
└─────────────────────────┘

      ◄  Auto/Photo  ►
```
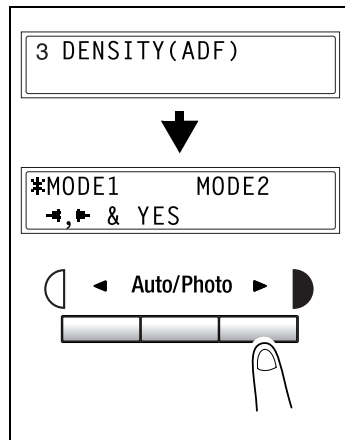
Specifying DENSITY (BOOK)

1 Select **DENSITY (BOOK)** in the MA-
CHINE SETTING menu.
For details, refer to page 7-6.

2 Press the [◄] and [►] keys to select
either **MODE 1** or **MODE 2**.

3 Press the [Yes] key.

```
┌─────────────────────────────┐
│ 4 DENSITY( BOOK )           │
│                             │
└─────────────────────────────┘
              ▼
┌─────────────────────────────┐
│ ✻MODE1      MODE2           │
│ ◄,► & YES                   │
└─────────────────────────────┘

      ◄ Auto/Photo ►
```
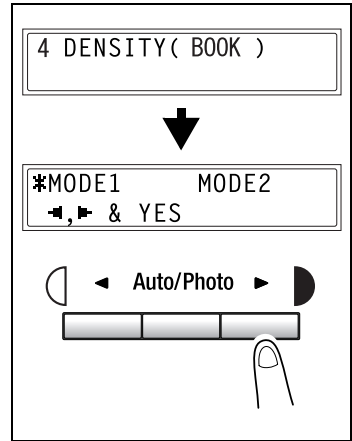
Specifying PRINT DENSITY

1 Select **PRINT DENSITY** in the MA-
CHINE SETTING menu.
For details, refer to page 7-6.

2 Press the [◄] and [►] keys to select
one of the seven print density levels
between **LIGHT** and **DARK**.

3 Press the [Yes] key.

```
┌─────────────────────────────┐
│ 5 PRINT DENSITY             │
│                             │
└─────────────────────────────┘
              ▼
┌─────────────────────────────┐
│ LIGHT◖□□□■□□□►DARK           │
│ ◄,► & YES                   │
└─────────────────────────────┘

      ◄ Auto/Photo ►
```
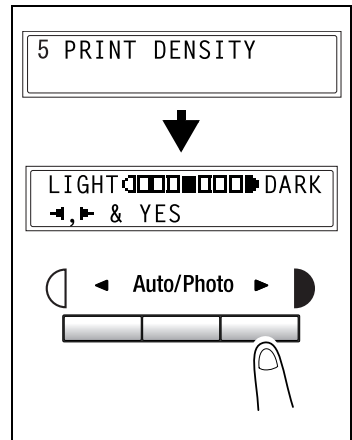
Specifying LCD CONTRAST

1 Select **LCD CONTRAST** in the MA-
CHINE SETTING menu.
For details, refer to page 7-6.

2 Press the [◄] and [►] keys to select
one of the four display contrast levels
between **LIGHT** and **DARK**.

3 Press the [Yes] key.

```
┌─────────────────────────────┐
│  6 LCD CONTRAST             │
│                             │
└─────────────────────────────┘

            ▼

┌─────────────────────────────┐
│  LIGHT ◄□□□■□► DARK          │
│  ◄,►  & YES                 │
└─────────────────────────────┘

     ◄  Auto/Photo  ►
```
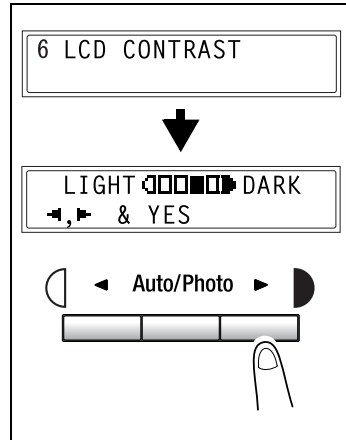
Specifying LANGUAGE

1 Select **LANGUAGE** in the MACHINE
SETTING menu.
For details, refer to page 7-6.

2 Press the [▲] and [▼] keys to select
the desired language.

3 Press the [Yes] key.

```
┌─────────────────────────────┐
│  7 LANGUAGE                 │
│                             │
└─────────────────────────────┘

            ▼

┌─────────────────────────────┐
│  ENGLISH?                ▲  │
│   OK=YES                 ▼  │
└─────────────────────────────┘

     ▼     Zoom     ▲
```
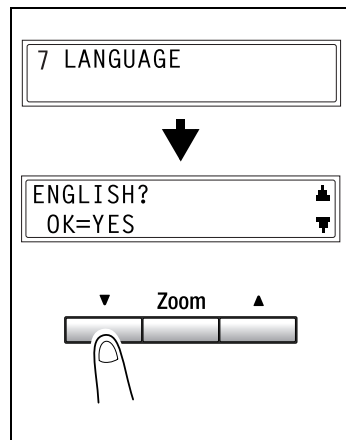
Specifying LAMP OFF TIME

1 Select **LAMP OFF TIME** in the MA-
CHINE SETTING menu.
For details, refer to page 7-6.

2 Press the [◀] and [▶] keys to select
either **MODE 1** or **MODE 2**.

3 Press the [Yes] key.

```
8 LAMP OFF TIME


✳MODE1     MODE2
 ◀,▶ & YES
```

◀ Auto/Photo ▶
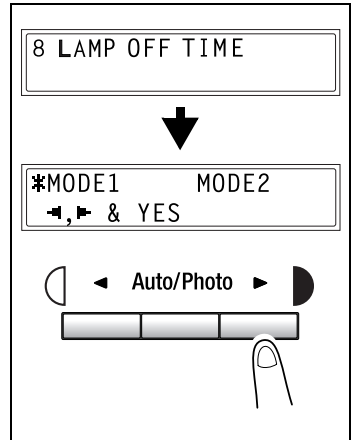
Specifying BUZZER VOLUME

1 Select **BUZZER VOLUME** in the MA-
CHINE SETTING menu.
For details, refer to page 7-6.

2 Press the [◀] and [▶] keys to set the
buzzer volume to **HIGH**, **LOW** or
OFF.

3 Press the [Yes] key.

```
9 BUZZER VOLUME


HIGH ✳LOW OFF
 ◀,▶ & YES
```

◀ Auto/Photo ▶
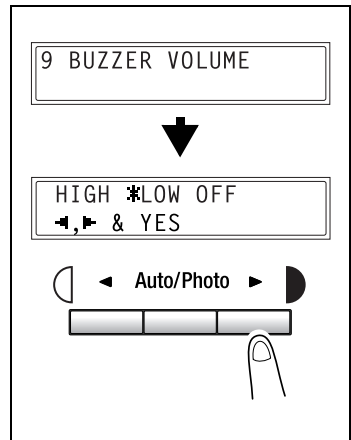
Specifying INITIAL MODE

1 Select **INITIAL MODE** in the MA-
CHINE SETTING menu.
For details, refer to page 7-6.

2 Press the [◄] and [►] keys to select
either **COPY** or **FAX**.

3 Press the [Yes] key.

```
┌─────────────────────────┐
│ Ø INITIAL MODE          │
│                         │
└─────────────────────────┘
            ⬇
┌─────────────────────────┐
│ ✱COPY         FAX       │
│  ◄,► & YES              │
└─────────────────────────┘

   ◄  Auto/Photo  ►
```
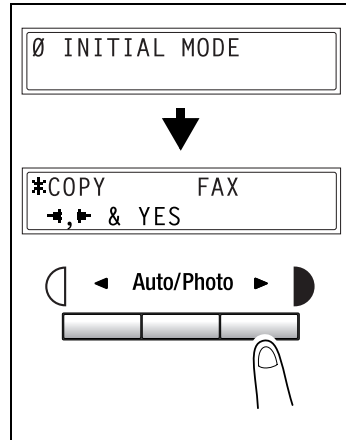
7.2 Paper source settings

From the PAPER SOURCE SETUP menu, the various settings for each paper tray can be specified.

No.	Name	Description
1	TRAY1 PAPER	The type and size of paper loaded in tray 1 can be specified. • Default setting: PLAIN, A4 ▯ (Lengthwise).
2	TRAY SETTING	Whether or not auto tray switching is enabled for each paper tray can be specified. (p. 3-22) • Default setting: CONTINUOUS.

Selecting the PAPER SOURCE SETUP menu

1 Press the [Utility] key twice.

PAPER SOURCE SETUP appears.

```
PAPER SOURCE SETUP?▲
 OK=YES / or 1 - 2  ▼
```

Utility

2 From the 10-key pad, press the key [1] or [2] for the paper source setup function that you wish to set.

The paper source setup functions are as follows:
1 TRAY1 PAPER
2 TRAY SETTING

? Do you want to quit setting up the paper sources?

→ Press the [No/C] key. **STOP SETTING?** appears. Press the [Yes] key to quit changing the settings.
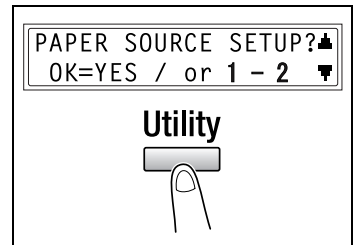
Specifying TRAY1 PAPER

1 Select **TRAY1 PAPER** in the PAPER SOURCE SETUP menu. For details refer to page 7-13.

2 Press the [◄] and [►] keys until the type of paper loaded is selected.

? Do you want to copy on OHP transparencies?

➜ The only paper sizes that can be loaded are A4 ▯ (Lengthwise) and Letter ▯ (Lengthwise).

3 Press the [Yes] key.
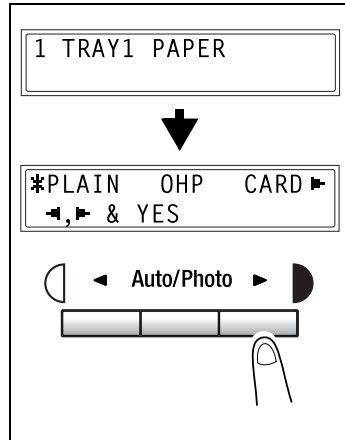
```
1 TRAY1 PAPER

        ▼

✳PLAIN   OHP   CARD►
 ◄,► & YES

     ◄ Auto/Photo ►
```

4 Press the [◄] and [►] keys to select a standard size of paper that is loaded.
or
press the [▼] key to enter a custom size of paper that is loaded.

? Do you want to use a standard paper size (A5, B5, A4 ...)?

➜ Select a standard paper size.

➜ Continue with step 8.

? Do you want to enter a custom paper size?

➜ Select CUSTOM.

➜ Perform steps 5 through 7.

? Do you want to return to the previous message?

➜ Press the [No/C] key.

```
◄✳ A5 ▯   B5 ▯      A4 ▯►
 OK=YES   (CUSTOM=▼)

     ◄ Auto/Photo ►

     ▼   Zoom   ▲
```
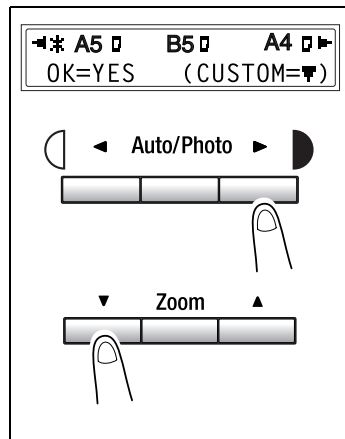
5 Using the 10-key pad, enter the width (X) of the loaded paper. The paper width can range from 90 mm to 216 mm.

? Do you want to clear the entered value?

➔ Press the [No/C] key.

6 Press the [Yes] key.

```
x=21Ø( 90-216 )     x
 OK=YES             y
```
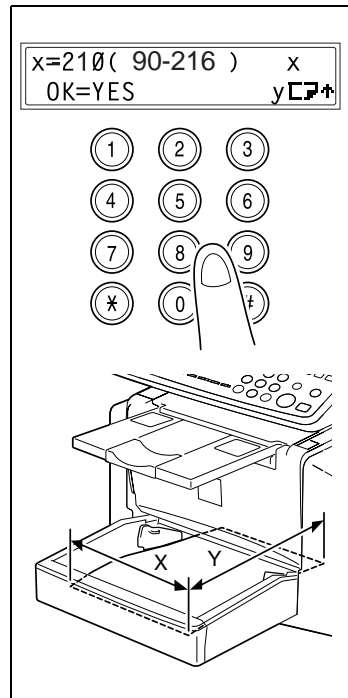
7 Using the 10-key pad, enter the length (Y) of the loaded paper. The paper width can range from 140 mm to 356 mm.

? Do you want to clear the entered value?

➔ Press the [No/C] key.

8 Press the [Yes] key.

```
y=297(140-356 )     x
 OK=YES            y
```
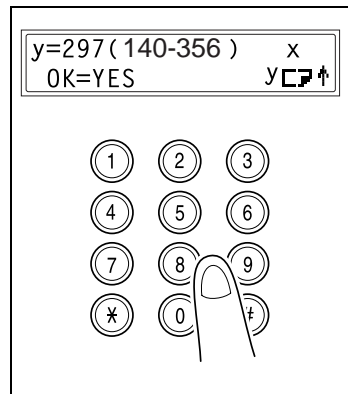
Specifying TRAY SETTING

A tray can be selected only if the optional paper feed cassette is installed.

1 Select **TRAY SETTING** in the PAPER
SOURCE SETUP menu.
For details refer to page 7-13.

2 Press the [▲] and [▼] key to select a
tray.

```
2  TRAY  SETTING


TRAY1?                    ▲
  OK = YES                ▼

        ▼    Zoom    ▲
```

3 Press the [Yes] key.

```
                    Yes
```
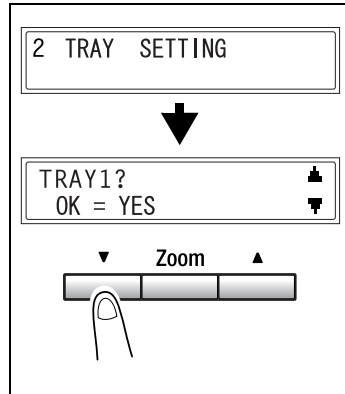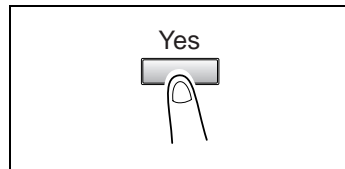
4 Press the [◀] and [▶] keys to select
either **FIXED** or **CONTINUOUS**.

– **FIXED**:
Auto tray switching disabled
– **CONTINUOUS**:
Auto tray switching enabled

5 Press the [Yes] key.

```
FIXED   ✳ CONTINUOUS
 ◀,▶ & YES

    ◀   Auto/Photo   ▶
```
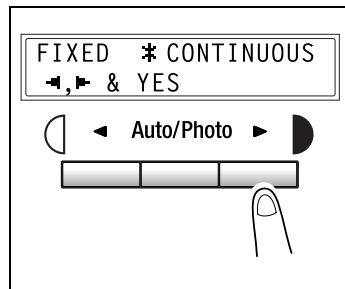
7.3 User management settings

From the USER MANAGEMENT menu, the various functions which must be specified after the drum cartridge is replaced are available.

No.	Name	Description
1	CHANGE D/C	This function is used to specify when the drum cartridge will need to be replaced.

Detail
For details, refer to "Replacing the drum cartridge" on page 8-12.

Selecting the USER MANAGEMENT menu

1 Press the [Utility] three times.

USER MANAGEMENT appears.

```
USER MANEGEMENT    ▲
 OK=YES            ▼
```

2 Press the [Yes] key.

CHANGE D/C appears.

3 Press the [Yes] key.

```
CHANGE D/C?
 OK=YES
```
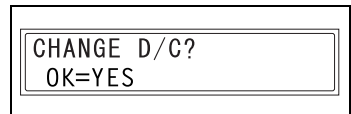
7.4 Admin. management settings

From the ADMIN. MANAGEMENT menu, various functions for controlling the use of the machine can be set. In order to set an ADMIN. MANAGEMENT function, the administrator access number must be entered.

No.	ADMIN. MANAGE-MENT	Description
1	REMOTE MONITOR	This function can be used to set whether or not the machine can be accessed and the status of the machine can be checked from the service center. For details, consult with the service representative.

✎ **. . .**

Note

The registering and setup of the administrator access number should be performed by the service representative. For details, contact the service representative.

The administrator of this machine should be sure not to lose the administrator access number.

Selecting the ADMIN. MANAGEMENT menu

1 Press the [Utility] key four times.

ADMIN. MANAGEMENT appears.

```
┌─────────────────────────┐
│ADMIN. MANAGEMENT? ▲│
│ OK=YES            ▼│
└─────────────────────────┘
```

Utility

2 Press the [Yes] key.

3 From the 10-key pad, press the key [1] for the ADMIN. MANAGEMENT function that you wish to set.
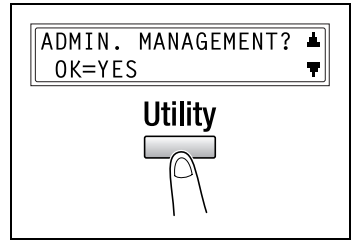
The admin. management functions are as follows:
1 REMOTE MONITOR

4 Using the 10-key pad, enter the 6-digit administrator access number, and then press the [Yes] key.

```
┌─────────────────────────┐
│ADMIN. NO=✳✳✳✳✳✳│
│ OK=YES          │
└─────────────────────────┘
```

✎ **...**
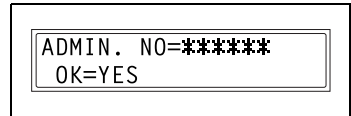
Note

If, at any time, you wish to quit setting an ADMIN. MANAGEMENT function, press the [No/C] key. When the message STOP SETTING? *appears, press the [Yes] key to quit.*

Specifying REMOTE MONITOR

1 Select **REMOTE MONITOR** in the ADMIN. MANAGEMENT menu. For details refer to page 7-17.

2 Press the [◀] and [▶] keys to select either **LIMITED** or **FULL** or **OFF**.

```
1 REMOTE MONITOR
```

```
✳LIMITED FULL OFF
 ◄,► & YES
```

◄ Auto/Photo ►
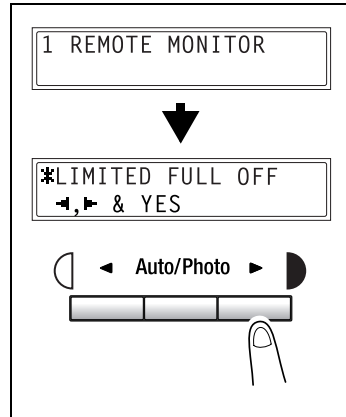
3 Press the [Yes] key.

– If **LIMITED** or **OFF** was selected, the ADMIN.MANAGEMENT menu appears again.

– If **FULL** was selected, a screen appears allowing you to enter the password. Using the 10-key pad, enter the 4-digit password, and then press the [Yes] key.

```
PASSWORD=2222
 OK=YES
```
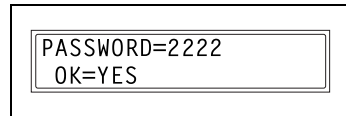
7.5   Copy settings

When the machine is turned on or the [Panel reset] key is pressed, the machine is automatically reset to its initial mode. By changing the default settings, you can change the initial mode. Refer to the following table for the default settings for each function.

No.	Name	Description
1	PAPER PRIORITY	The tray that is given priority can be set to either "TRAY1" or "TRAY2". • Default setting: TRAY1.
2	DENSITY PRIORITY	The density that is selected when the machine is turned on or the [Panel reset] key is pressed can be set to "AUTO", "MANUAL" or "PHOTO". • Default setting: AUTO.
3	DENSITY LEVEL (A) (A): Auto	The default Auto density level setting can be set to "LIGHT (−1)", "NORMAL (0)" or "DARK (+1)". • Default setting: NORMAL (0).
4	DENSITY LEVEL (M) (M): Manual	The default manual density level setting can be set to one of nine levels between −4 and +4, with the normal print density at 0. If a smaller number (toward −) is selected, the print becomes lighter. If a larger number (toward +) is selected, the print becomes darker. • Default setting: NORMAL (0).
5	OUTPUT PRIORITY	The finishing setting that is selected when the machine is turned on or the [Panel reset] key is pressed can be set to "NON" or "SORT". • Default setting: NON.
6	RESOLUTION	The default resolution when scanning with the automatic document feeder can be set to "600 dpi × 300 dpi" or "600 dpi × 600 dpi". • Default setting: 600 dpi × 300 dpi.

Selecting the COPY SETTING menu

1   Press the [Utility] key five times.

        COPY SETTING appears.

2   From the 10-key pad, press the key
        [1] to [6] for the copy setting function
        that you wish to set.

        The copy setting functions are as fol-
        lows:
        1 PAPER PRIORITY
        2 DENSITY PRIORITY
        3 DENSITY LEVEL (A)
        4 DENSITY LEVEL (M)
        5 OUTPUT PRIORITY
        6 RESOLUTION

     ? Do you want to quit changing the copy settings?
     ➜ Press the [No/C] key. **STOP SETTING?** appears. Press the [Yes]
        key to quit changing the settings.
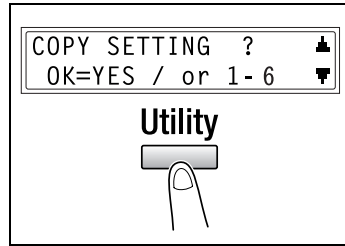
Specifying PAPER PRIORITY

1   Select **PAPER PRIORITY** in the
        COPY SETTING menu.
        For details refer to page 7-22.

2   Press the [◀] and [▶] keys to select
        either **TRAY1** or **TRAY2**.

3   Press the [Yes] key.
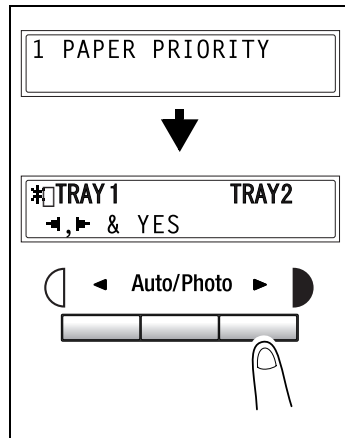
Specifying DENSITY PRIORITY

1 Select **DENSITY PRIORITY** in the COPY SETTING menu. For details refer to page 7-22.

2 Press the [◀] and [▶] keys to select either **AUTO**, **MANUAL** or **PHOTO**.

3 Press the [Yes] key.

```
2 DENSITY PRIORITY
```

```
✳AUTO   MANUAL   PHOTO
 ◀,▶ & YES
```

◀ Auto/Photo ▶
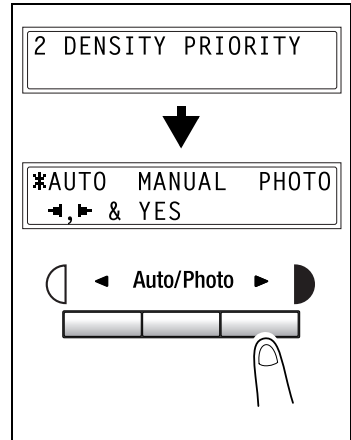
Specifying DENSITY LEVEL (A)

1 Select **DENSITY LEVEL (A)** in the COPY SETTING menu. For details refer to page 7-22.

2 Press the [◀] and [▶] keys to select one of the three print density levels between **LIGHT** and **DARK**.

3 Press the [Yes] key.

```
3 DENSITY LEVEL(A)
```

```
   LIGHT ◨◨■◨◨ DARK
 ◀,▶ & YES
```

◀ Auto/Photo ▶
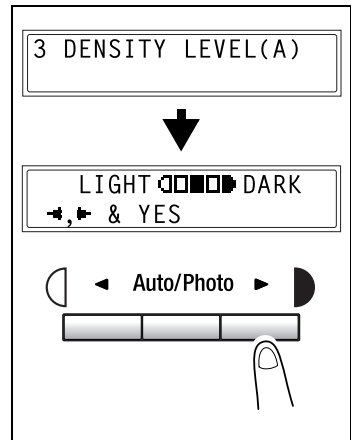
Specifying DENSITY LEVEL (M)

1　Select **DENSITY LEVEL (M)** in the COPY SETTING menu. For details refer to page 7-22.

2　Press the [◀] and [▶] keys to select one of the nine print density levels between **LIGHT** and **DARK**.

3　Press the [Yes] key.

```
┌──────────────────────────────┐
│ 4 DENSITY LEVEL(M)            │
└──────────────────────────────┘
              ▼
┌──────────────────────────────┐
│LIGHT◁□□□□□■□□□□▷ DARK          │
│ ◂,▸ & YES                     │
└──────────────────────────────┘

      ◖  ◂ Auto/Photo ▸  ▐
```
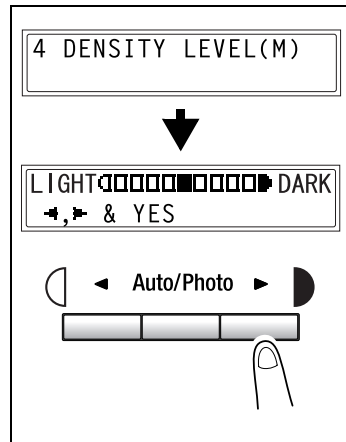
Specifying OUTPUT PRIORITY

1　Select **OUTPUT PRIORITY** in the COPY SETTING menu.
For details refer to page 7-22.

2　Press the [◀] and [▶] keys to select either **NON** or **SORT**.

3　Press the [Yes] key.

```
┌──────────────────────────────┐
│ 5  OUTPUT PRIORITY            │
└──────────────────────────────┘
              ▼
┌──────────────────────────────┐
│✳ NON                  SORT    │
│ ◂,▸ & YES                     │
└──────────────────────────────┘

      ◖  ◂ Auto/Photo ▸  ▐
```
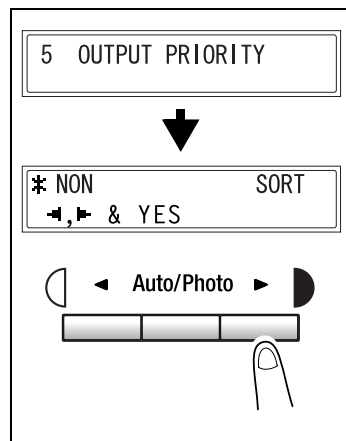
Specifying RESOLUTION

1 Select **RESOLUTION** in the COPY
SETTING menu.
For details refer to page 7-22.

2 Press the [◄] and [►] keys to select
either **600 × 300** or **600 × 600**.

3 Press the [Yes] key.

```
┌─────────────────────────────┐
│  6   RESOLUTION              │
│                             │
└─────────────────────────────┘
              ▼
┌─────────────────────────────┐
│ ✳ 600  x  300    600  x  600 │
│  ◄,► &  YES                  │
└─────────────────────────────┘

     (  ◄  Auto/Photo  ►  )
```
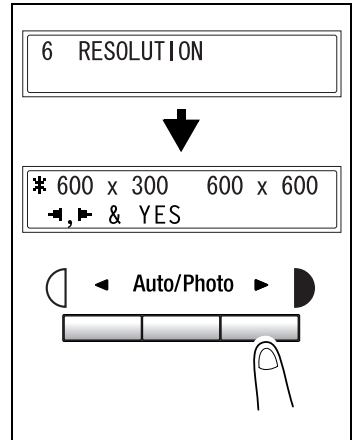
7.6   Fax registration settings

From the FAX REGISTRATION menu, various settings can be specified in order to take advantage of this machine's many fax functions.

No.	FAX REGISTRA-TION	Characteristic/Description
1	ONE-TOUCH DIAL	This function can be used to program one-touch dial keys with fax numbers, allowing the recipient to be specified easily and accurately without the need to manually enter the number using the 10-key pad. A maximum of 15 settings can be programmed. This dialing method is convenient for programming numbers where faxes are frequently sent to.
2	SPEED DIAL	This function can be used to program speed dial numbers with fax numbers, allowing the recipient to be specified easily and accurately without the need to manually enter the number using the 10-key pad. A maximum of 200 fax numbers can be programmed.
3	GROUP DIAL	This function can be used to program a single one-touch dial key with a maximum of 50 different fax numbers as one group. Programming a one-touch dial key with a group of fax numbers is convenient when documents are frequently sent to a set group of multiple recipients.
4	PROGRAM DIAL	This function can be used to program one-touch dial keys with fax numbers and a transmission/reception function (such as timer transmission or polling reception), allowing that function to be carried out by pressing just the corresponding one-touch dial key.
5	BATCH TX	This function can be used to specify the batch transmission setting (transmission time) for a one-touch dial key programmed with recipient fax numbers, so multiple documents can be stored in the memory and sent out together at the specified time.
6	MAILBOX	This function can be used to specify mailbox IDs in order to receive faxes with mailbox reception only if the mailbox ID sent by the caller matches the mailbox ID set on this machine.

Selecting the FAX REGISTRATION menu

1 Press the [Utility] key six times.

FAX REGISTRATION appears.

```
┌──────────────────────┐
│ FAX REGISTRATION?  ▲ │
│  OK=YES / or 1-6   ▼ │
├──────────────────────┤
│      Utility         │
│      ┌────────┐      │
│      └────────┘      │
│         ∩            │
└──────────────────────┘
```

2 From the 10-key pad, press the key [1] through [6] for the fax registration function that you wish to set.
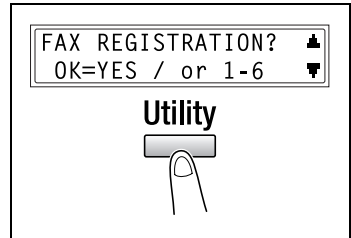
The fax registration functions are as follows:
1 ONE-TOUCH DIAL
2 SPEED DIAL
3 GROUP DIAL
4 PROGRAM DIAL
5 BATCH TX
6 MAILBOX

✎...
Note
If, at any time, you wish to quit programming, changing or deleting a fax registration function, press the [No/C] key. When the message **STOP REGISTRATION?** *appears, press the [Yes] key to quit.*

Specifiying ONE-TOUCH DIAL

If the one-touch dial keys are programmed with fax numbers, the recipient can be specified easily and accurately without the need to manually enter the number using the 10-key pad.

A maximum of 15 numbers can be programmed.

To program a one-touch dial key

1 Select the **ONE-TOUCH DIAL** in the FAX REGISTRATION menu.
For details, refer to page 7-27.

```
┌─────────────────────────────┐
│ 1 ONE-TOUCH DIAL            │
│                             │
└─────────────────────────────┘
```

2 Press the one-touch dial key that you wish to program.

```
┌─────────────────────────────┐
│ -SELECT REGIST.KEY-         │
│                             │
└─────────────────────────────┘
```

3 Enter the name of the programmed number.

```
┌─────────────────────────────┐
│ NAME=AAA TOKYO_             │
│  OK=YES           [A]       │
└─────────────────────────────┘
```
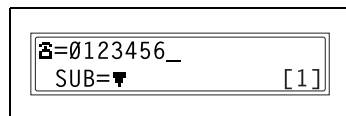
   – For details on entering text, refer to "Entering Text" on page 3-23.
   – Text up to 20 characters long can be entered for the name.

4 Press the [Yes] key.

5 Using the 10-key pad, enter the fax number of the recipient.

```
┌─────────────────────────────┐
│ ☎=0123456_                  │
│  SUB=▼            [1]        │
└─────────────────────────────┘
```

   – The fax number can contain a maximum of 30 digits.
   For details on the characters that can be entered. Refer to "To fax by entering the fax number directly using the 10-key pad" on page 5-3.
   – To enter a SUB, continue with step 7.
   – If a SUB will not be entered, press the [Yes] key after entering the fax number, and then skip to step 10.
   – If you wish to change the fax number, press the [No/C] key, and then enter the correct number.
   – For details on F codes (SUB and SID), refer to "Using F codes" on page 6-27.

6 Press the [▼] key, and then use the
10-key pad to enter the SUB.

```
SUB=1234_
 OK=YES      (SID=▼)
```

   – A number up to 20 digits long can
   be entered for the SUB.
   – To enter an SID, continue with step 8.
   – If an SID will not be entered, skip to step 9.

7 Press the [▼] key, and then use the
10-key pad to enter the SID.

```
SID=5678_
 OK=YES
```

   – A number up to 20 digits long can
   be entered for the SID.

8 Press the [Yes] key.

9 Using the [◄] and [►] keys, select the
desired modem speed.

10 Press the [Yes] key.

   The settings are registered. To pro-
   gram another one-touch dial key, re-
   peat steps 3 through 11.

```
SET MODEM SPEED


*33.6    14.4     9.6
 ◄,► & YES
```

11 Press the [No/C] key to finish pro-
gramming.

   The FAX REGISTRATION menu ap-
   pears again.

```
-SELECT REGIST.KEY-
      (COMPLETE=NO)
```

To change/delete a programmed one-touch dial key

**1** Select the ONE-TOUCH DIAL in the FAX REGISTRATION menu. For details, refer to page 7-27.

```
1 ONE-TOUCH DIAL
```

2 Press the one-touch dial key that you wish to change or delete.

```
-SELECT REGIST.KEY-
```

3 Press the [No/C] key.

– If a one-touch dial key programmed with a group of fax numbers or a transmission/reception function is pressed, the message shown at the right appears. To delete the programmed settings, press the [No/C] key. The FAX REGISTRATION menu appears again.

```
REGISTERED!    KEEP?
 OK=YES(EDIT/DEL=NO)
```

```
REGISTERED!    GROUP
 KEEP=YES   (DEL=NO)
```

```
REGISTERED!  PROGRAM
 KEEP=YES   (DEL=NO)
```

– To change the group dialing or program dialing settings, refer to page 7-36 and page 7-40.
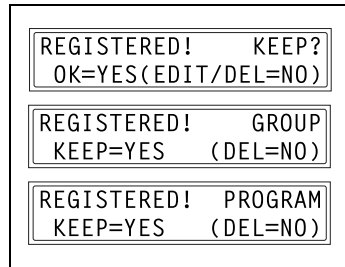
4 Using the [◄] and [►] keys, select either EDIT or DELETE, and then press the [Yes] key.
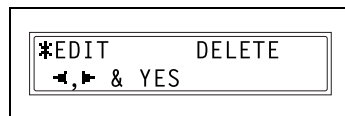
```
✳EDIT      DELETE
 ◄,► & YES
```

– If EDIT was selected, the name is displayed. (Continue with step 6.)
– If DELETE was selected, the settings programmed for the one-touch dial key are deleted and the SELECT REGIST.KEY screen appears again.
– If you try to change the settings for a one-touch dial number used in group dialing or program dialing, a confirmation message appears, asking whether or not to change the corresponding settings programmed in group dialing or program dialing.
If the [Yes] key is pressed, the corresponding settings programmed in group dialing or program dialing are changed.
If the [No/C] key is pressed, the corresponding settings programmed in group dialing or program dialing are deleted.
– If a one-touch dial number used in group dialing or program dialing is deleted, it is also deleted from the corresponding group dialing or program dialing.

5 Change the name, fax number, F
codes (SUB and SID) and modem
speed as desired.

```
NAME=AAA TOKYO_
 OK=YES          [1]
```

– For details on changing the fax
number, refer to "Entering Text" on page 3-23.
– For details on changing the F codes (SUB and SID) or modem
speed, refer to p. 7-28.

6 When you are finished making changes, press the [Yes] key.

To change the settings of another one-touch dial key, repeat steps 3
through 7.

7 Press the [No/C] key to return to the
FAX REGISTRATION menu.

```
-SELECT REGIST.KEY-
       (COMPLETE=NO)
```

Specifying SPEED DIAL

If speed dial numbers are programmed with fax numbers, the recipient can be specified easily and accurately without the need to manually enter the number using the 10-key pad.
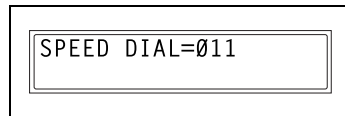
A maximum of 200 fax numbers (001 to 200) can be programmed.

To program a speed dial number

1 Select the **SPEED DIAL** in the FAX REGISTRATION menu.
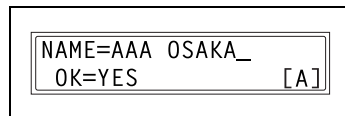For details, refer to page 7-27.

```
2 SPEED DIAL
```
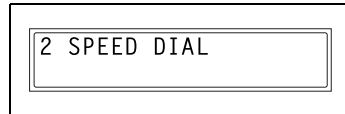
2 Using the 10-key pad, enter the 3-digit speed dial number (ex. 011) that you wish to program.

```
SPEED DIAL=011
```

3 Enter the name of the programmed number.

– For details on entering text, refer to "Entering Text" on page 3-23.

```
NAME=AAA OSAKA_
  OK=YES          [A]
```

– Text up to 20 characters long can be entered for the name.

4 Press the [Yes] key.

5 Using the 10-key pad, enter the fax number of the recipient.

– The fax number can contain a maximum of 30 digits.

```
☎=0124578_
  SUB=▼          [1]
```

For details on the characters that can be entered. Refer to "To fax by entering the fax number directly using the 10-key pad" on page 5-3.

– To enter a SUB, continue with step 7.

– If a SUB will not be entered, press the [Yes] key after entering the fax number, and then skip to step 10.

– If you wish to change the fax number, press the [No/C] key, and then enter the correct number.

– For details on F codes (SUB and SID), refer to "Using F codes" on page 6-27.

6 Press the [▼] key, and then use the 10-key pad to enter the SUB.

```
SUB=1234_
  OK=YES      (SID=▼)
```

– A number up to 20 digits long can be entered for the SUB.
– To enter an SID, continue with step 8.
– If an SID will not be entered, skip to step 9.

7 Press the [▼] key, and then use the 10-key pad to enter the SID.

```
SID=5678_
  OK=YES
```

– A number up to 20 digits long can be entered for the SID.

8 Press the [Yes] key.

9 Using the [◄] and [►] keys, select the desired modem speed.

10 Press the [Yes] key.

The settings are registered.
To program another speed dial number, repeat steps 3 through 11.

```
SET MODEM SPEED


✳33.6    14.4    9.6
 ◄,► & YES
```

11 Press the [No/C] key to finish programming.

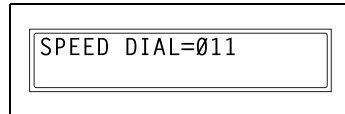The FAX REGISTRATION menu appears again.

```
SPEED DIAL=_
        (COMPLETE=NO)
```

To change/delete a programmed speed dial number

1 Select the **SPEED DIAL** in the FAX
REGISTRATION menu.
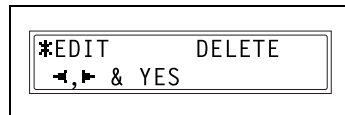For details, refer to page 7-27.

```
2 SPEED DIAL
```

2 Using the 10-key pad, enter the
speed dial number that you wish to
change or delete.

```
SPEED DIAL=Ø11
```

3 Press the [No/C] key.

```
REGISTERED!    KEEP?
 OK=YES(EDIT/DEL=NO)
```

4 Using the [◄] and [►] keys, select ei-
ther **EDIT** or **DELETE**, and then
press the [Yes] key.

```
✱EDIT       DELETE
 ◄,► & YES
```

– If **EDIT** was selected, the name is
displayed. (Continue with step 6.)
– If **DELETE** was selected, the settings programmed for the speed
dial number are deleted and the speed dial input screen appears
again.
– If you try to change the settings for a speed dial number used in
group dialing or program dialing, a confirmation message appears,
asking whether or not to change the corresponding settings pro-
grammed in group dialing or program dialing.
If the [Yes] key is pressed, the corresponding settings programmed
in group dialing or program dialing are changed.
If the [No/C] key is pressed, the corresponding settings pro-
grammed in group dialing or program dialing are deleted.
– If a speed dial number used in group dialing or program dialing is
deleted, it is also deleted from the corresponding group dialing or
program dialing.

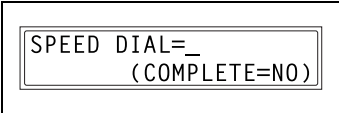**5** Change the fax number, F codes (SUB and SID), and modem speed as desired.

```
NAME=AAA OSAKA_
 OK=YES         [1]
```

– For details on making changes, refer to "Entering Text" on page 3-23.
– For details on changing the F codes (SUB and SID) or modem speed, refer to p. 7-28.

6 When you are finished making changes, press the [Yes] key.

– To change the settings of another speed dial number, repeat steps 3 through 7.

7 Press the [No/C] key to return to the FAX REGISTRATION menu.

```
SPEED DIAL=_
        (COMPLETE=NO)
```

Specifying GROUP DIAL

A single one-touch dial key can be programmed with a maximum of 50 different fax numbers as one group. Programming a one-touch dial key with a group of fax numbers is convenient when documents are frequently sent to a set group of multiple recipients.

To program a group of fax numbers

1   Select the **GROUP DIAL** in the FAX
   REGISTRATION menu.
      For details, refer to page 7-27.

```
3 GROUP DIAL
```

2   Press the one-touch dial key that you
      wish to program.

```
-SELECT REGIST.KEY-
```

3   Enter the name of the group, and
      then press the [Yes] key.

```
GROUP NAME=1_
                 [1]
```

   –   For details on entering text, refer
       to "Entering Text" on page 3-23.
   –   Text up to 20 characters long can be entered for the name.
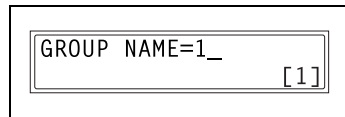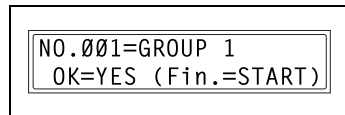
4   By using the one-touch dial keys or
      the speed dial numbers, specify the
      recipients.

```
NO.001=ONE-TOUCH 01
```
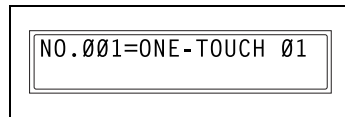
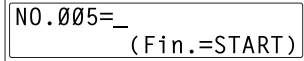   **?**   Do you wish to cancel the current
         selection?

   ➜   Press the [No/C] key, and then specify the correct recipient.

5   Press the [Yes] key, and then specify
      another recipient.

```
NO.001=GROUP 1
 OK=YES (Fin.=START)
```

   –   Repeat steps 5 and 6 until all re-
       cipients have been specified.
   –   A maximum of 50 different fax numbers can be specified as one
       group.
   –   With group dialing, a one-touch dial key programmed with a group
       can be specified. In that case, the number of fax numbers pro-
       grammed in the specified one-touch dial key (group dial key) is add-
       ed.

6 When you are finished specifying re-
cipients, press the [Start] key.

The settings are registered.
To program another group, repeat
steps 3 through 7.

```
NO.005=_
        (Fin.=START)
```

7 Press the [No/C] key to finish pro-
gramming.

The FAX REGISTRATION menu ap-
pears again.

```
-SELECT REGIST.KEY-
      (COMPLETE=NO)
```

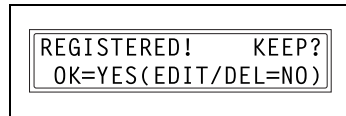**To change/delete a programmed group of fax numbers**

1 Select the GROUP DIAL in the FAX
REGISTRATION menu.
For details, refer to page 7-27.

```
3 GROUP DIAL
```

2 Press the one-touch dial key that you
wish to change or delete.

```
-SELECT REGIST.KEY-
```

3 Press the [No/C] key.

```
REGISTERED!    KEEP?
 OK=YES(EDIT/DEL=NO)
```

4 Using the [◄] and [►] keys, select ei-
ther EDIT or DELETE, and then
press the [Yes] key.

```
✳EDIT       DELETE
 ◄,► & YES
```
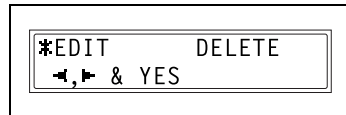
– If EDIT was selected, the group
name is displayed. (Continue with step 6.)
– If DELETE was selected, the group dialing settings are deleted and
the SELECT REGIST.KEY screen appears again.

5 If you wish to change the name of the
group, enter the new name, and then
press the [Yes] key.

```
GROUP NAME=1_
              [1]
```
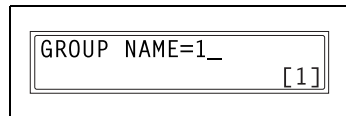
– For details on making changes,
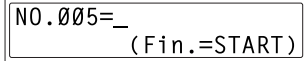refer to "Entering Text" on page 3-23.

The one-touch dial names are displayed in the order that they were
specified.

6 To delete the displayed recipient,
press the [No/C] key.
To keep the displayed recipient,
press the [Yes] key.

```
NO.ØØ1=AAA TOKYO
 OK=YES     (DEL=NO)
```

The next one-touch dial name is displayed.

7 When you are finished making
changes, press the [Start] key.

To change the settings of another
group of fax numbers, repeat steps 3
through 8.

```
┌─────────────────────────┐
│ NO.005=_                 │
│           (Fin.=START)  │
└─────────────────────────┘
```

8 Press the [No/C] key to return to the
FAX REGISTRATION menu.

```
┌─────────────────────────┐
│ -SELECT REGIST.KEY-     │
│         (COMPLETE=NO)   │
└─────────────────────────┘
```

Specifying PROGRAM DIAL

If one-touch dial keys have been programmed with fax numbers and a trans-mission/reception function, that function can be carried out by pressing just the corresponding one-touch dial key.

Transmission/reception functions that can be programmed:
- Broadcast transmission
- Timer transmission
- Mailbox transmission
- Polling reception
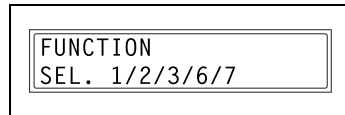- Relay initiation transmission

To set program dialing

1 Select the **PROGRAM DIAL** in the FAX REGISTRATION menu. For details, refer to page 7-27.

```
4 PROGRAM DIAL
```

2 Press the one-touch dial key ([12] through [15]) programmed with the desired function.

```
-SELECT REGIST.KEY-
```

3 From the 10-key pad, press the key ([1] through [3], [6] or [7]) for the de-sired function.

```
FUNCTION
SEL. 1/2/3/6/7
```

Functions that can be selected:
1 BROADCAST
2 TIMER TX
3 MAILBOX TX
6 POLLING RX
7 RELAY INITIATE

4 Follow the instructions for the selected function.

– "To fax using broadcast transmission" on page 6-9
– "To fax using timer transmission" on page 6-12
– "To fax using mailbox transmission" on page 6-14
– "To fax using relay initiation transmission" on page 6-16
– "To receive a fax using polling reception" on page 6-25

The settings are registered.

5 To specify other program dialing settings, repeat steps 3 through 5.

6 Press the [No/C] key to finish pro-
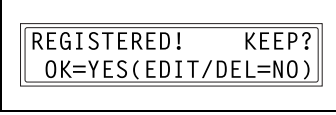gramming.

The FAX REGISTRATION menu ap-
pears again.
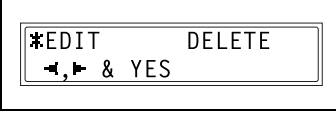
```
-SELECT REGIST.KEY-
      (COMPLETE=NO)
```

To change/delete a programmed broadcast transmission
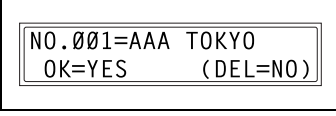
1 Select the **PROGRAM DIAL** in the
FAX REGISTRATION menu.
For details, refer to page 7-27.

```
4 PROGRAM DIAL
```

2 Press the one-touch dial key ([12]
through [15]) programmed with the
broadcast transmission that you
wish to change or delete.

```
-SELECT REGIST.KEY-
```

3 Press the [No/C] key.

```
REGISTERED!    KEEP?
 OK=YES(EDIT/DEL=NO)
```

4 Using the [◄] and [►] keys, select ei-
ther **EDIT** or **DELETE**, and then
press the [Yes] key.

```
✳EDIT       DELETE
  ◄,► & YES
```

– If **EDIT** was selected, the speci-
fied recipients are displayed in order. (Continue with step 6.)
– If **DELETE** was selected, the program dialing settings are deleted
and the **SELECT REGIST.KEY** appears again.

5 To delete the displayed recipient,
press the [No/C] key.
To keep the displayed recipient,
press the [Yes] key.

```
NO.001=AAA TOKYO
 OK=YES     (DEL=NO)
```

The next recipient is displayed.

6 When you are finished making
changes, press the [Start] key.

```
NO.005=_
 Fin.=START      [1]
```

– Other program dialing settings
can be programmed or changed.

7 Press the [No/C] key to return to the
FAX REGISTRATION menu.
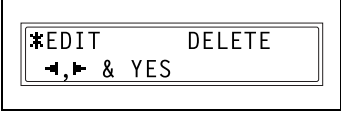
```
-SELECT REGIST.KEY-
     (COMPLETE=NO)
```

To change/delete a programmed timer transmission

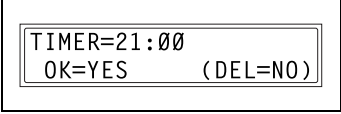**1** Select the **PROGRAM DIAL** in the FAX REGISTRATION menu. For details, refer to page 7-27.

```
4 PROGRAM DIAL
```

2 Press the one-touch dial key ([12] through [15]) programmed with the timer transmission that you wish to change or delete.

```
-SELECT REGIST.KEY-
```
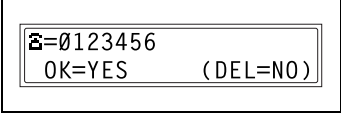
3 Press the [No/C] key.

```
REGISTERED!    KEEP?
 OK=YES(EDIT/DEL=NO)
```

4 Using the [◄] and [►] keys, select either **EDIT** or **DELETE**, and then press the [Yes] key.

```
✳EDIT       DELETE
 ◄,► & YES
```

– If **EDIT** was selected, the programmed transmission time is displayed. (Continue with step 6.)
– If **DELETE** was selected, the program dialing settings are deleted and the **SELECT REGIST.KEY** screen appears again.

5 To change the transmission time, press the [No/C] key, and then use the 10-key pad to enter the correct time. If you do not wish to change the transmission time, press the [Yes] key.

```
TIMER=21:00
 OK=YES      (DEL=NO)
```

The recipient is displayed.

6 To change the recipient, press the [No/C] key, and then by using the one-touch dial keys or the speed dial numbers, or by entering the fax number using the 10-key pad, specify a different recipient.

```
⌨=0123456
 OK=YES      (DEL=NO)
```

– Change the F codes (SUB and SID) as desired.

7   Press the [Yes] key.

–   Other program dialing settings can be changed.

8   Press the [No/C] key to return to the
FAX REGISTRATION menu.

```
-SELECT REGIST.KEY-
        (COMPLETE=NO)
```
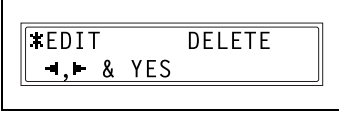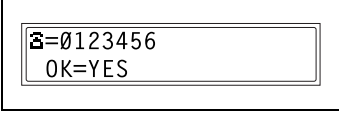
To change/delete a programmed mailbox transmission

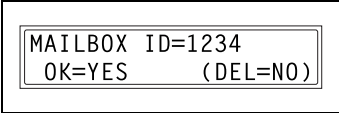**1** Select the **PROGRAM DIAL** in the FAX REGISTRATION menu. For details, refer to page 7-27.

```
4 PROGRAM DIAL
```

2 Press the one-touch dial key ([12] through [15]) programmed with the mailbox transmission that you wish to change or delete.
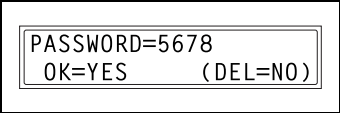
```
-SELECT REGIST.KEY-
```

3 Press the [No/C] key.

```
REGISTERED!    KEEP?
 OK=YES(EDIT/DEL=NO)
```

4 Using the [◀] and [▶] keys, select either **EDIT** or **DELETE**, and then press the [Yes] key.

```
✳EDIT       DELETE
 ◀,▶ & YES
```

– If **EDIT** was selected, the specified recipient is displayed. (Continue with step 6.)
– If **DELETE** was selected, the program dialing settings are deleted and the **SELECT REGIST.KEY** screen appears again.

5 To change the recipient, press the [No/C] key, and then by using the one-touch dial keys or the speed dial numbers, or by entering the fax number using the 10-key pad, specify a different recipient.

```
🖻=0123456
 OK=YES
```

6 Press the [Yes] key.

The mailbox ID is displayed.

7 To change the mailbox ID, press the [No/C] key, and then use the 10-key pad to enter the new ID.

```
MAILBOX ID=1234
 OK=YES     (DEL=NO)
```

8 Press the [Yes] key.

The password is displayed.

9   To change the password, press the
    [No/C] key, and then use the 10-key
    pad to enter the new password.

```
PASSWORD=5678
 OK=YES      (DEL=NO)
```

10 Press the [Yes] key.

    Other program dialing settings can be changed.

11 Press the [No/C] key to return to the
    FAX REGISTRATION menu.

```
-SELECT REGIST.KEY-
        (COMPLETE=NO)
```

To change/delete a programmed polling reception
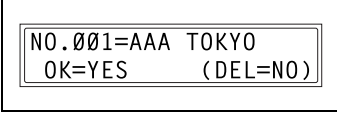
1 Select the **PROGRAM DIAL** in the FAX REGISTRATION menu. For details, refer to page 7-27.

```
4 PROGRAM DIAL
```

2 Press the one-touch dial key ([12] through [15]) programmed with the polling reception that you wish to change or delete.

```
-SELECT REGIST.KEY-
```

3 Press the [No/C] key.

```
REGISTERED!    KEEP?
 OK=YES(EDIT/DEL=NO)
```

4 Using the [◄] and [►] keys, select either "EDIT" or "DELETE", and then press the [Yes] key.

```
✳EDIT       DELETE
 ◄,► & YES
```

– If **EDIT** was selected, the specified recipients are displayed in order. (Continue with step 6.)
– If **DELETE** was selected, the program dialing settings are deleted and the **SELECT REGIST.KEY** screen appears again.

5 To delete the displayed recipient, press the [No/C] key. To keep the displayed recipient, press the [Yes] key.

```
NO.001=AAA TOKYO
 OK=YES     (DEL=NO)
```

– To add a recipient, in the screen containing **Fin.=START**, specify a recipient using the one-touch dial keys or the speed dial numbers, or by entering a fax number using the 10-key pad.

The next recipient is displayed.

6 When you are finished making changes, press the [Start] key.

Other program dialing settings can be changed.

```
NO.005=_
       (Fin.=START)
```

7 Press the [No/C] key to return to the
FAX REGISTRATION menu.

```
-SELECT REGIST.KEY-
       (COMPLETE=NO)
```

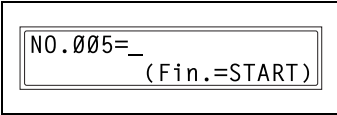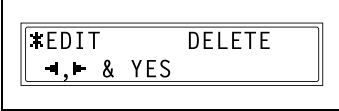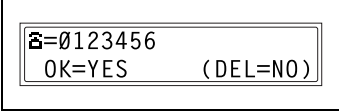**To change/delete a programmed relay initiation transmission**

1 Select the **PROGRAM DIAL** in the
FAX REGISTRATION menu.
For details, refer to page 7-27.

```
4 PROGRAM DIAL
```
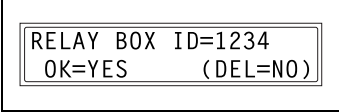
2 Press the one-touch dial key ([12]
through [15]) programmed with the
relay initiation transmission that you
wish to change or delete.
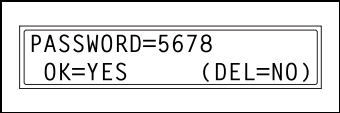
```
-SELECT REGIST.KEY-
```

3 Press the [No/C] key.

```
REGISTERED!    KEEP?
 OK=YES(EDIT/DEL=NO)
```

4 Using the [◄] and [►] keys, select ei-
ther **EDIT** or **DELETE**, and then
press the [Yes] key.

```
✳EDIT       DELETE
 ◄,► & YES
```

– If **EDIT** was selected, the speci-
fied recipient is displayed. (Continue with step 6.)
– If **DELETE** was selected, the program dialing settings are deleted
and the **SELECT REGIST.KEY** screen appears again.

5 To change the recipient, press the
[No/C] key, and then by using the
one-touch dial keys or the speed dial
numbers, or by entering the fax
number using the 10-key pad, speci-
fy a different recipient.

```
🖬=0123456
 OK=YES     (DEL=NO)
```

6 Press the [Yes] key.

The relay box ID is displayed.

7 To change the relay box ID, press the
[No/C] key, and then use the 10-key
pad to enter the new ID.

```
RELAY BOX ID=1234
 OK=YES     (DEL=NO)
```

8 Press the [Yes] key.

The password is displayed.

9 To change the password, press the [No/C] key, and then use the 10-key pad to enter the new password.

```
PASSWORD=5678
 OK=YES      (DEL=NO)
```

10 Press the [Yes] key.

Other program dialing settings can be changed.

11 Press the [No/C] key to return to the FAX REGISTRATION menu.

```
-SELECT REGIST.KEY-
        (COMPLETE=NO)
```

Specifying BATCH TX

If the batch transmission setting (transmission time) is specified for a one-touch dial key programmed with recipient fax numbers, multiple documents can be stored in the memory and sent out together at the specified time.

✎ **. . .**

Note
A one-touch dial key must first be programmed with the fax number of the recipient for the batch transmission.

To set batch transmitting

1 Select the **BATCH TX** in the FAX REGISTRATION menu.
For details, refer to page 7-27.

```
5 BATCH TX
```
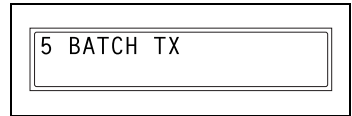
2 Press the one-touch dial key programmed with the recipient that you wish to send the batch transmission fax to.

```
-SELECT REGIST.KEY-
```

A screen appears, allowing you to specify the transmission time.

? Was the one-touch dial key that was pressed one programmed for group dialing, program dialing, or not registered fax number, or not programmed at all?

→ An error message appears.

```
REGISTERED!    GROUP
```

```
REGISTERED!   PROGRAM
```

```
✳NOT FAX NO.✳
```

3 Using the 10-key pad, enter the desired transmission time, and then press the [Yes] key.

```
TX TIME=15:30
 OK=YES
```
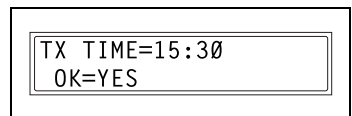
4 Press the [No/C] key to return to the
  FAX REGISTRATION menu.

```
-SELECT REGIST.KEY-
       (COMPLETE=NO)
```

To change the batch transmission setting

1 Select the **BATCH TX** in the FAX REGISTRATION menu.
For details, refer to page 7-27.

```
5 BATCH TX
```

2 Press the one-touch dial key pro-grammed with the batch transmis-sion setting that you wish to change.

```
-SELECT REGIST.KEY-
```

3 Press the [No/C] key, and then use the 10-key pad to enter the new transmission time.

```
TX TIME=15:30
 OK=YES     (DEL=NO)
```

4 When you are finished making changes, press the [Yes] key.

```
TX TIME=Ø6:30
 OK=YES     (DEL=NO)
```

5 Press the [No/C] key to return to the FAX REGISTRATION menu.
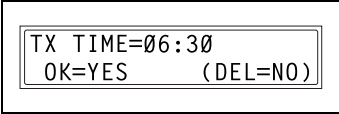
```
-SELECT REGIST.KEY-
       (COMPLETE=NO)
```

To delete the batch transmission setting

1   Select the **BATCH TX** in the FAX
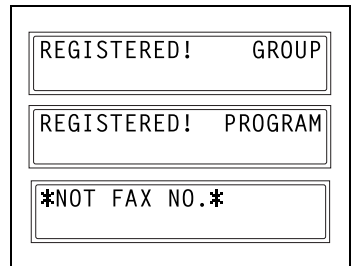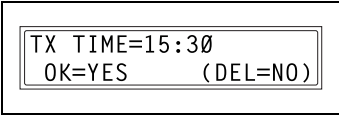REGISTRATION menu.
For details, refer to page 7-27.

```
┌─────────────────────────────┐
│ 5 BATCH TX                  │
│                             │
└─────────────────────────────┘
```

2   Press the one-touch dial key pro-
grammed with the batch transmis-
sion setting that you wish to delete.

```
┌─────────────────────────────┐
│ -SELECT REGIST.KEY-         │
│                             │
└─────────────────────────────┘
```

3   Press the [No/C] key.

A confirmation message appears,
asking whether or not to delete the
batch transmission setting.

```
┌─────────────────────────────┐
│ TX TIME=15:30               │
│  OK=YES      (DEL=NO)       │
└─────────────────────────────┘
```

4   Press the [Yes] key.

The **SELECT REGIST.KEY** screen
appears again.

```
┌─────────────────────────────┐
│ TX TIME=  :                 │
│  DELETE BATCH=YES           │
└─────────────────────────────┘
```
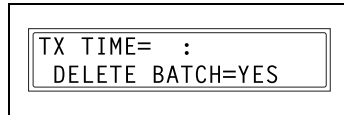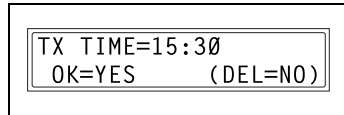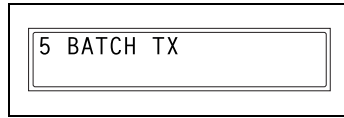
Specifying MAILBOX

Mailbox IDs must first be specified in order to receive faxes with mailbox reception only if the mailbox ID sent by the caller matches the mailbox ID set on this machine.

✎ **...**
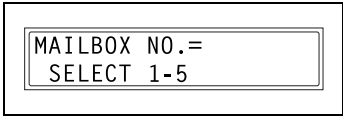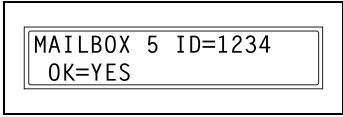
Note
A mailbox ID cannot be the same as a relay box ID.

To register a mailbox

1 Select the **MAILBOX** in the FAX REGISTRATION menu.
For details, refer to page 7-27.

```
6 MAILBOX
```

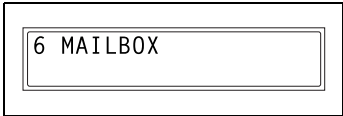**2** Using the 10-key pad, enter the mailbox number.

– The mailbox number can be set to any number between 1 and 5.

```
MAILBOX NO.=
 SELECT 1-5
```

3 Using the 10-key pad, enter the 4-digit mailbox ID, and then press the [Yes] key.

– The mailbox ID can be set to any number between 0000 and 9999.
– If you wish to change the mailbox ID, press the [No/C] key, and then enter the new number.

```
MAILBOX 5 ID=1234
 OK=YES
```

4 Using the 10-key pad, enter the 4-digit password, and then press the [Yes] key.

– The password can be set to any number between 0000 and 9999.
– If you wish to change the password, press the [No/C] key, and then enter the new password.
– If no password is to be specified, press the [Yes] key without entering anything.

The FAX REGISTRATION menu appears again.

```
PASSWORD=5678
 OK=YES
```

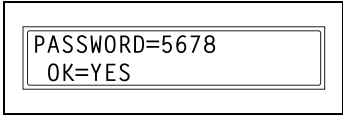**To delete a mailbox**

1 Select the **MAILBOX** in the FAX
REGISTRATION menu.
For details, refer to page 7-27.

```
6 MAILBOX
```

2 Using the 10-key pad, enter the
number of the mailbox that you wish
to delete.
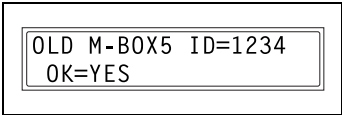
```
MAILBOX NO.=
 SELECT 1-5
```

3 Press the [No/C] key.

A screen appears, allowing you to
enter the mailbox ID.

```
REGISTERED!    KEEP?
 KEEP=YES   (DEL=NO)
```

4 Using the 10-key pad, enter the 4-
digit mailbox ID, and then press the
[Yes] key.

```
OLD M-BOX5 ID=1234
 OK=YES
```

– If you wish to change the ID,
press the [No/C] key, and then enter the new number.
The specified mailbox is deleted.

5 Press the [Panel Reset] key.

The main screen appears again.

```
MAILBOX NO.=
 SELECT 1-5
```

7.7   TX operation settings

From the TX OPERATION menu, various functions for sending faxes can be set.

No.	TX OPERATION	Characteristic/Description
1	SCAN CONTRAST	This function can be used to set the default scanning contrast level to one of five settings between "LIGHT" and "DARK". For dark-colored paper (media), select a setting towards "LIGHT". For faint or colored text, select a setting toward "DARK".
2	RESOLUTION	This function can be used to set the default scanning resolution (image quality) to one of the following: "Standard", "Fine", "Super Fine", "Half Tone + Standard", "Half Tone + Fine" or "Half Tone + Super Fine". • Default setting: Standard.
3	DEFAULT TX	This function can be used to set the default transmission mode to "MEM.TX" or "ADF TX". MEM.TX: memory transmission ADF TX: direct transmission • Default setting: MEM.TX.
4	HEADER	This function can be used to set the default setting ("ON" or "OFF") for adding the header (date sent, sender's name and fax number, etc.) when sending faxes. • Default setting: ON.

Selecting the TX OPERATION menu

1 Press the [Utility] key seven times.

TX OPERATION appears.

```
TX OPERATION?        ▲
 OK=YES / or 1- 4    ▼
```

Utility
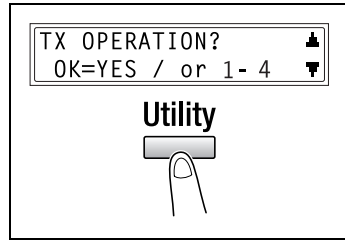
2 From the 10-key pad, press the key ([1] through [4]) for the TX operation function that you wish to set.

The TX operation functions are as follows:
1 SCAN CONTRAST
2 RESOLUTION
3 DEFAULT TX
4 HEADER

✎ **. . .**

Note
If, at any time, you wish to quit setting a TX operation function, press the [No/C] key. When the message **STOP SETTING?** *appears, press the [Yes] key to quit.*

Specifying SCAN CONTRAST

1 Select the **SCAN CONTRAST** in the TX OPERATION menu.
For details, refer to page 7-58.

```
1 SCAN CONTRAST
```

2 Using the [◄] and [►] keys, select one of the five settings between **LIGHT** and **DARK**, and then press the [Yes] key.

```
LIGHT ◄□□■□□► DARK
 ◄,► & YES
```
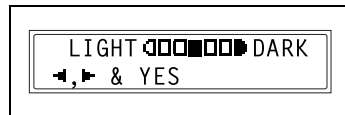
The TX OPERATION menu appears again.

Specifying RESOLUTION

1 Select the **RESOLUTION** in the TX
OPERATION menu.
For details, refer to page 7-58.

```
2 RESOLUTION
```

2 Using the [◄] and [►] keys, select the
desired resolution setting, and then
press the [Yes] key.

```
✳STD  FINE  S/F  H/T
 ◄,► & YES
```

The resolution settings appear as fol-
lows.
STD: Standard
FINE: Fine
S/F: Super Fine
H/T: Half Tone
If **H/T** was selected, a screen appears, allowing you to make a detailed
setting. (Continue with step 4.)
If any setting other than **H/T** was selected, the TX OPERATION menu
appears again.

3 Using the [◄] and [►] keys, select the
desired halftone setting, and then
press the [Yes] key.
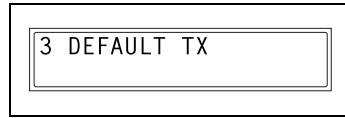
```
✳STD  FINE  S/F
 ◄,► & YES
```

The halftone settings appear as fol-
lows.
STD: Standard
FINE: Fine
S/F: Super Fine
The TX OPERATION menu appears again.

Specifying DEFAULT TX

1 Select the **DEFAULT TX** in the TX
OPERATION menu.
For details, refer to page 7-58.

```
3 DEFAULT TX
```

2 Using the [◀] and [▶] keys, select ei-
ther **MEM.TX** or **ADF TX**, and then
press the [Yes] key.

The TX OPERATION menu appears
again.

```
✳MEM.TX     ADF TX
 ◀,▶ & YES
```
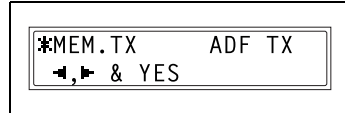
Specifying HEADER

1 Select the **HEADER** in the TX OPER-
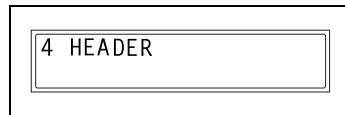ATION menu.
For details, refer to page 7-58.

```
4 HEADER
```

2 Using the [◀] and [▶] keys, select ei-
ther **ON** or **OFF**, and then press the
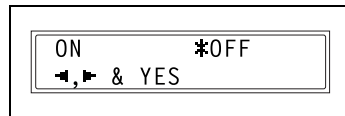[Yes] key.

The TX OPERATION menu appears
again.

```
 ON        ✳OFF
 ◀,▶ & YES
```

7.8 RX operation settings

From the RX OPERATION menu, various functions for receiving faxes can be set.

No.	RX OPERATION	Characteristic/Description
1	MEMORY RX MODE	This function can be used to set whether to allow ("ON") memory reception or not ("OFF"). In cases when confidential faxes are being received, the received document can be stored in the memory and printed at a specified time or when memory reception is set to "OFF". A password can be set to specify the starting time or ending time of memory reception, or to cancel the function.The set starting time and ending time are valid every day until memory reception is turned off. • Default setting: OFF.
2	NO. of RINGS	This function can be used to set the number of rings between 1 and 16 until the call is answered.
3	REDUCTION RX	This function can be used to set whether documents longer than the paper are printed reduced ("ON"), split ("OFF"), or discarded ("CUT"). However, when sending a document more than 24 mm (1 inch) longer than the paper, "CUT" is not available. (In this case, the document is split.) • Default setting: ON.
4	RX PRINT	This function can be used to set whether the fax is only printed after all document pages have been received ("MEMORY RX") or printing begins as soon as the first page of the document is received ("PRINT RX"). • Default setting is MEMORY RX.
5	RX MODE	This function can be used to set the reception mode to automatic reception ("AUTO RX") or manual reception ("MANUAL RX"). Automatic reception: Automatically begins receiving after the set number of rings. Manual reception: Does not automatically receive the fax. Reception begins after making a connection by picking up the telephone receiver or pressing the [Speaker] key, then pressing the [Start] key. • Default setting: AUTO RX.
6	FORWARD	This function can be used to set whether or not the received document is forwarded. Forward ("ON"): The received document is forwarded to the specified fax number or e-mail address. Forward and print ("ON(PRINT)"): The received document is printed by this machine at the same time that it is forwarded to the specified fax number or e-mail address. Do not forward ("OFF"): The document is not forwarded • Default setting: OFF. *In order to forward the document to an e-mail address, the optional scanner unit SU-502 is required.
7	FOOTER	This function can be used to set whether or not the reception information (date received, number of pages, etc.) is printed at the bottom of each received document. • Default setting: OFF.

No.	RX OPERATION	Characteristic/Description
8	SELECT TRAY	This function can be used to select which paper tray can be used to supply paper when printing received documents or transmission reports. (A paper tray that cannot be used for supplying paper can also be specified.)
9	CLOSED NET-WORK	This function can be used to set whether or not the fax is received if the sender's fax number does not match the fax number programmed in this machine's one-touch dial keys and speed dials. • Default setting: OFF.

Selecting the RX OPERATION menu

1 Press the [Utility] key eight times.

RX OPERATION appears.

```
RX OPERATION?          ▲
 OK=YES / or 1-9       ▼

        Utility
```

2 From the 10-key pad, press the key ([1] through [9]) for the RX operation function that you wish to set.

The RX operation functions are as follows:
1 MEMORY RX MODE
2 NO. of RINGS
3 REDUCTION RX
4 RX PRINT
5 RX MODE
6 FORWARD
7 FOOTER
8 SELECT TRAY
9 CLOSED NETWORK

✎ **...**
Note
If, at any time, you wish to quit setting/changing an RX operation function, press the [No/C] key. When the message **STOP SETTING?** *appears, press the [Yes] key to quit.*
To exit the RX OPERATION menu, press the [Panel reset] key. The main screen appears again.
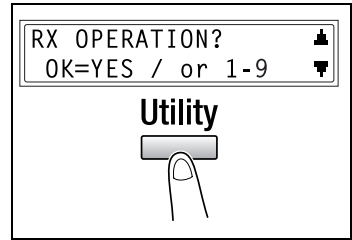
Specifying MEMORY RX MODE

1 Select the **MEMORY RX MODE** in the RX OPERATION menu. For details, refer to page 7-63.

```
1 MEMORY RX MODE
```

2 Using the [◄] and [►] keys, select **ON**, and then press the [Yes] key.
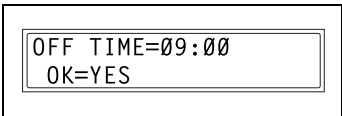
```
*ON         OFF
 ◄,► & YES
```

3 Using the 10-key pad, enter the time for memory reception to begin, and then press the [Yes] key.

```
ON TIME=20:00
 OK=YES
```

– To specify that memory reception stays on from the time that it is set to **ON** until it is manually canceled, press the [Yes] without entering a start time. (Skip to step 6.)

4 Using the 10-key pad, enter the time for memory reception to end, and then press the [Yes] key.

```
OFF TIME=09:00
 OK=YES
```

5 Using the 10-key pad, enter the 4-digit password used to cancel memory reception, and then press the [Yes] key.

```
PASSWORD=5678
 OK=YES
```

– If no password is to be specified, press the [Yes] key without entering anything.

The RX OPERATION menu appears again.

To cancel memory reception

Memory reception is automatically canceled at the specified ending time, and the received documents are printed. If no ending time has been set or if you wish to cancel memory reception before the ending time, follow the procedure described below.

1 Select the **MEMORY RX MODE** in the RX OPERATION menu.
For details, refer to page 7-63.

```
1 MEMORY RX MODE
```

2 Using the [◀] and [▶] keys, select "OFF", and then press the [Yes] key.

```
ON       *OFF
◀,▶ & YES
```

– If a password was specified, continue with step 4.
– If a password was not specified, all received documents stored in the memory are printed, and the RX OPERATION menu appears again.

3 Using the 10-key pad, enter the 4-digit password, and then press the [Yes] key.

```
PASSWORD=5678
OK=YES
```

All received documents stored in the memory are printed, and the RX OPERATION menu appears again.

Specifying NO. of RINGS

1 Select the **NO. of RINGS** in the RX OPERATION menu.
For details, refer to page 7-63.

```
2 NO. of RINGS
```

2 Using the 10-key pad, enter the desired number of rings, and then press the [Yes] key.

```
NO.of RINGS= 2(1-16)
OK=YES
```

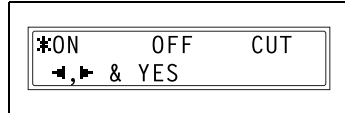– The number of rings can be set between 1 and 16.

The RX OPERATION menu appears again.

Specifying REDUCTION RX

1 Select the **REDUCTION RX** in the RX OPERATION menu.
For details, refer to page 7-63.

```
3 REDUCTION RX
```

2 Using the [◀] and [▶] keys, select **ON** (print the document reduced), **OFF** (split the printout) or **CUT** (discard any excess), and then press the [Yes] key.
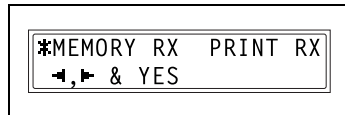
```
✳ON    OFF    CUT
 ◀,▶ & YES
```

The RX OPERATION menu appears again.

Specifying RX PRINT

1 Select the **RX PRINT** in the RX OP-ERATION menu.
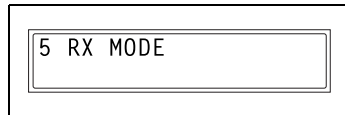For details, refer to page 7-63.

```
4 RX PRINT
```

2 Using the [◀] and [▶] keys, select ei-ther **MEMORY RX** or **PRINT RX**, and then press the [Yes] key.

```
✳MEMORY RX   PRINT RX
 ◀,▶ & YES
```
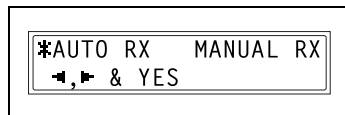
The RX OPERATION menu appears again.

Specifying RX MODE

1 Select the **RX MODE** in the RX OP-ERATION menu.
For details, refer to page 7-63.

```
5 RX MODE
```

2 Using the [◀] and [▶] keys, select ei-ther **AUTO RX** or **MANUAL RX**, and then press the [Yes] key.

```
✳AUTO RX    MANUAL RX
 ◀,▶ & YES
```

The RX OPERATION menu appears again.

Specifying FORWARD

1 Select the **FORWARD** in the RX OP-
ERATION menu.
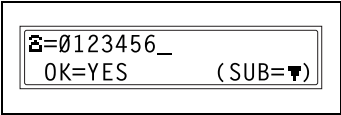For details, refer to page 7-63.

```
┌─────────────────────────┐
│ 6 FORWARD               │
│                         │
└─────────────────────────┘
```

2 Using the [◄] and [►] keys, select
ON, **ON(PRINT)** or **OFF**, and then
press the [Yes] key.

```
┌─────────────────────────┐
│ ON  ON(PRINT)  ✳OFF    │
│ ◄,► & YES               │
└─────────────────────────┘
```

– If **ON** or **ON(PRINT)** was select-
ed, a screen appears, allowing you to specify the forwarding loca-
tion. (Continue with step 4.)
– If **OFF** was selected, the RX OPERATION menu appears again.

3 Using the one-touch dial keys or the
speed dial numbers, or by entering
the fax number using the 10-key pad,
specify a fax number, and then press
the [Yes] key.

```
┌─────────────────────────┐
│ ⛆=Ø123456_             │
│ OK=YES        (SUB=▼)   │
└─────────────────────────┘
```

The RX OPERATION menu appears again.

✎ **...**
Note
*An e-mail address can be specified as a forwarding location only when
the optional scanner unit SU-502 is installed.*

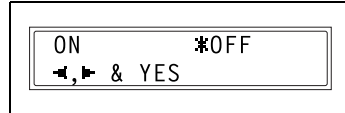*For details, refer to the user manual for the scanner unit SU-502.*

Specifying FOOTER

1 Select the **FOOTER** in the RX OPER-
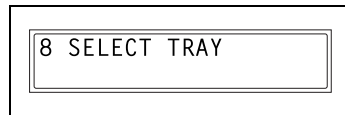ATION menu.
For details, refer to page 7-63.

```
7 FOOTER
```

2 Using the [◄] and [►] keys, select ei-
ther **ON** or **OFF**, and then press the
[Yes] key.

The RX OPERATION menu appears
again.

```
ON        *OFF
◄,► & YES
```

Specifying SELECT TRAY

1 Select the **SELECT TRAY** in the RX
OPERATION menu.
For details, refer to page 7-63.

```
8 SELECT TRAY
```

2 Using the [▲] and [▼] keys, select a
paper tray, and then press the [Yes]
key.

```
TRAY1          ▲
 OK=YES         ▼
```

3 Using the [◄] and [►] keys, select ei-
ther **DISABLE** or **ENABLE**, and then
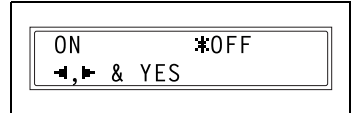press the [Yes] key.

The RX OPERATION menu appears
again.

```
DISABLE  *ENABLE
◄,► & YES
```
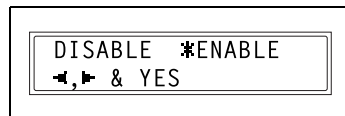
Specifying CLOSED NETWORK

1 Select the **CLOSED NETWORK** in the RX OPERATION menu. For details, refer to page 7-63.

```
9 CLOSED NETWORK
```

2 Using the [◄] and [►] keys, select either **ON** or **OFF**, and then press the [Yes] key.

The RX OPERATION menu appears again.

```
ON        *OFF
◄,► & YES
```

7.9 Communication settings

From the COMM.SETTING menu, various functions are available for specifying communication settings.

No.	COMM.SETTING	Characteristic/Description
1	TONE/PULSE	This function can be used to specify the dialing system. If this function is not correctly set to the type of dialing system used, faxes cannot be sent. Select the correct setting after checking which type of dialing system is used by your telephone line.
2	LINE MONITOR	This function can be used to set the volume when monitoring communication to "HIGH", "LOW" or "OFF". • Default setting: LOW.
3	PSTN/PBX	This function can be used to set whether the connected telephone wiring is a public switched telephone network (PSTN) or a private branch exchange (PBX). For a PBX system, the outside line access number (or extension number) must be specified.

Selecting the COMM. SETTING menu

1 Press the [Utility] key nine times.

   COMM. SETTING appears.

2 From the 10-key pad, press the key ([1] through [3]) for the communication setting function that you wish to set.

   The communication setting functions are as follows:
   1 TONE/PULSE
   2 LINE MONITOR
   3 PSTN/PBX

```
COMM.SETTING?
 OK=YES / or 1-3
```
Utility

✎ **. . .**

   Note

   If, at any time, you wish to quit setting/changing an communication setting function, press the [No/C] key. When the message STOP SETTING? *appears, press the [Yes] key to quit.*
   To exit the COMM. SETTING menu, press the [Panel reset] key. The main screen appears again.
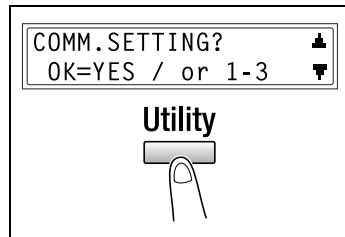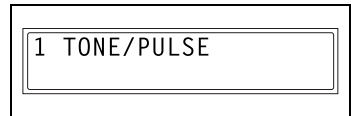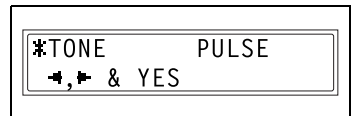
Specifying TONE/PULSE

There are two types of telephone dialing systems: tone dialing (PB) and pulse dialing (DP10pps or DP20pps). Faxes cannot be sent if this machine is not set to the system used by your telephone line. Select the correct setting after checking which type of dialing system is used.
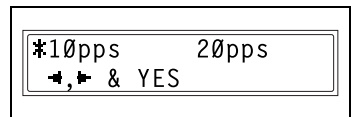
To specify the telephone dialing system

1 Select the **TONE/PULSE** in the COMM. SETTING menu.
For details, refer to page 7-70.

```
1 TONE/PULSE
```

2 Using the [◀] and [▶] keys, select either **TONE** (for tone dialing) or **PULSE** (for pulse dialing), and then press the [Yes] key.

```
✳TONE      PULSE
 ◀,▶ & YES
```

3 If **PULSE** was selected, select either **10pps** or **20pps**, and then press the [Yes] key.

The COMM.SETTING menu appears again.

```
✳10pps     20pps
 ◀,▶ & YES
```

Specifying LINE MONITOR

1 Select the **LINE MONITOR** in the
COMM. SETTING menu.
For details, refer to page 7-70.

```
2 LINE MONITOR
```

2 Using the [◄] and [►] keys, select
HIGH, **LOW** or **OFF**, and then press
the [Yes] key.

The COMM.SETTING menu appears
again.

```
✱HIGH    LOW     OFF
 ◄,► & YES
```
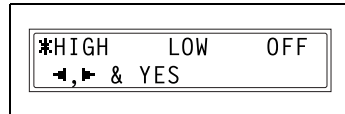
Specifying PSTN/PBX

The connected wiring system can be set to either PSTN (Public Switched Telephone Network) or PBX (Private Branch Exchange).

For a PBX system, the outside line access number (or extension number) must be specified. The outside line access number (or extension number) is programmed in the [#] key.

To specify the telephone wiring system

1 Select the **PSTN/PBX** in the COMM. SETTING menu.
For details, refer to page 7-70.

```
3 PSTN/PBX
```

2 Using the [◄] and [►] keys, select either **PSTN** (Public Switched Telephone Network) or **PBX** (Private Branch Exchange), and then press the [Yes] key.

```
✱PSTN      PBX
 ◄,► & YES
```

3 If **PBX** was selected, use the 10-key pad to enter the number that should be dialed to access the outside line, and then press the [Yes] key.

```
PRE-FIX NO.=1_
 OK=YES
```

The COMM.SETTING menu appears again.

7.10 Reporting settings

From the REPORTING menu, various functions are available for specifying which reports are automatically printed.

No.	REPORTING	Characteristic/Description
1	ACTIVITY REPORT	Every 60 transmissions/receptions, a report can be printed to show the results of the transmissions/receptions. This function can be used to set whether the report is printed automatically when the 60th transmission/reception is reached. • Default setting: ON.
2	RESERV.REPORT	If multiple recipients are specified for transmission, such as with broadcast transmission and polling reception, a report can be printed to show specified settings. This function can be used to set whether this report is printed automatically. • Default setting: OFF.
3	TX RESULT RE-PORT	This function can be used to set whether the report showing the result of a transmission is printed automatically after the transmission is finished. • Default setting: OFF.
4	RX RESULT RE-PORT	This function can be used to set whether the report showing the result of a reception is printed automatically after mailbox reception is finished. (If regular reception is not finished normally, a report will always be printed, regardless of the selected setting.) • Default setting: OFF.

Selecting the REPORTING menu

1 Press the [Utility] key ten times.

REPORTING appears.

```
REPORTING?          ▲
 OK=YES / or 1-4    ▼
```

Utility

2 From the 10-key pad, press the key ([1] through [4]) for the reporting function that you wish to set.

The reporting functions are as follows:
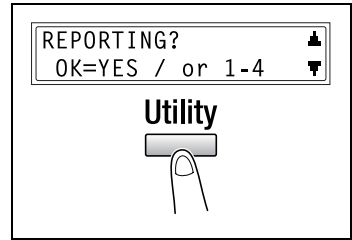1 ACTIVITY REPORT
2 RESERV.REPORT
3 TX RESULT REPORT
4 RX RESULT REPORT

✎ **. . .**

Note
If, at any time, you wish to quit setting/changing a reporting function, press the [No/C] key. When the message **STOP SETTING?** *appears, press the [Yes] key to quit.*
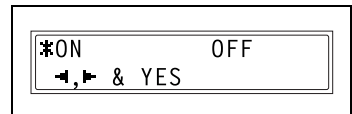*To exit the REPORTING menu, press the [Panel reset] key. The main screen appears again.*

Specifying ACTIVITY REPORT

1 Select the **ACTIVITY REPORT** in the REPORTING menu.
For details, refer to page 7-75.

```
1 ACTIVITY REPORT
```

2 Using the [◀] and [▶] keys, select either **ON** or **OFF**, and then press the [Yes] key.

```
✳ON         OFF
 ◀,▶ & YES
```

The REPORTING menu appears again.

Specifying RESERV.REPORT

1 Select the **RESERV. REPORT** in the
REPORTING menu.
For details, refer to page 7-75.

```
2 RESERV.REPORT
```

2 Using the [◄] and [►] keys, select ei-
ther **ON** or **OFF**, and then press the
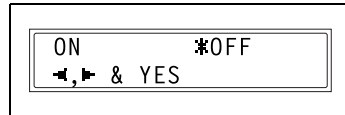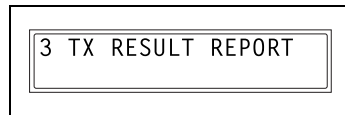[Yes] key.

The REPORTING menu appears
again.

```
ON        *OFF
◄,► & YES
```
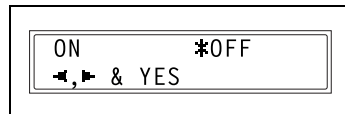
Specifying TX RESULT REPORT

1 Select the **TX RESULT REPORT** in
the REPORTING menu.
For details, refer to page 7-75.

```
3 TX RESULT REPORT
```

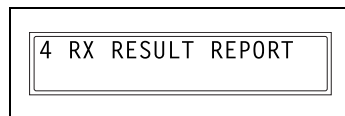**2** Using the [◄] and [►] keys, select ei-
ther **ON** or **OFF**, and then press the
[Yes] key.

The REPORTING menu appears
again.

```
ON        *OFF
◄,► & YES
```
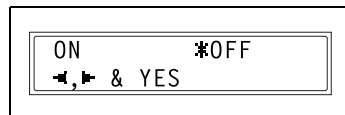
Specifying RX RESULT REPORT

1 Select the **RX RESULT REPORT** in
the REPORTING menu.
For details, refer to page 7-75.

```
4 RX RESULT REPORT
```

2 Using the [◄] and [►] keys, select ei-
ther **ON** or **OFF**, and then press the
[Yes] key.

The REPORTING menu appears
again.

```
ON        *OFF
◄,► & YES
```

7.11 Initial user data settings

From the INITIAL USER DATA menu, various functions are available for specifying the machine's user data.

No.	Initial user data	Description
1	DATE&TIME	The date and time for the machine can be specified.
2	USER FAX NO.	The fax number for the machine can be specified.
3	USER NAME	The fax name for the machine can be specified.

Selecting the INITIAL USER DATA menu

1 Press the [Utility] key eleven times.

INITIAL USER DATA appears.

2 From the 10-key pad, press the key ([1] through [3]) for the initial user data function that you wish to set.

The initial user data functions are as follows:
1 DATE&TIME
2 USER FAX NO.
3 USER NAME

✎ . . .
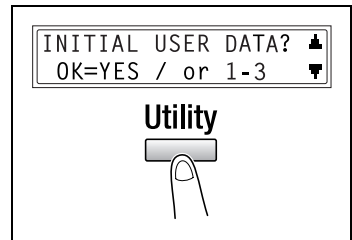
Note

If, at any time, you wish to quit setting/changing a initial user data function, press the [No/C] key. When the message STOP SETTING? appears, press the [Yes] key to quit.
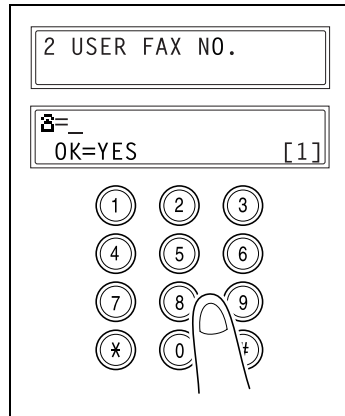
Specifying DATE&TIME

1 Select the **DATE&TIME** in the INI-
TIAL USER DATA menu.
For details, refer to page 7-77.

```
┌─────────────────────────┐
│ 1 DATE&TIME             │
│                         │
└─────────────────────────┘
```

2 Using the 10-key pad, enter the cur-
rent time and date.

Enter the settings in the following order: hours, minutes, year, month,
and day.

3 Press the [Yes] key to display the time zone setting. Press the [▲] and
[▼] keys to select the appropriate time zone.

4 Press the [Yes] key.

Specifying USER FAX NO.

1 Select the **USER FAX NO.** in the INI-
TIAL USER DATA menu.
For details, refer to page 7-77.

```
┌─────────────────────────┐
│ 2 USER FAX NO.          │
│                         │
└─────────────────────────┘
┌─────────────────────────┐
│ ☎=_                     │
│  OK=YES           [1]   │
└─────────────────────────┘
```

2 Using the 10-key pad, enter the fax
number.

3 Press the [Yes] key.

Specifying USER NAME

1 Select the **USER NAME** in the INI-
TIAL USER DATA menu.
For details, refer to page 7-77.

2 Using the 10-key pad, enter the user
name for the machine.

– Each press of the [123/ABC] key
switches the input mode be-
tween numbers and letters.
[1]: Numbers can be typed in.
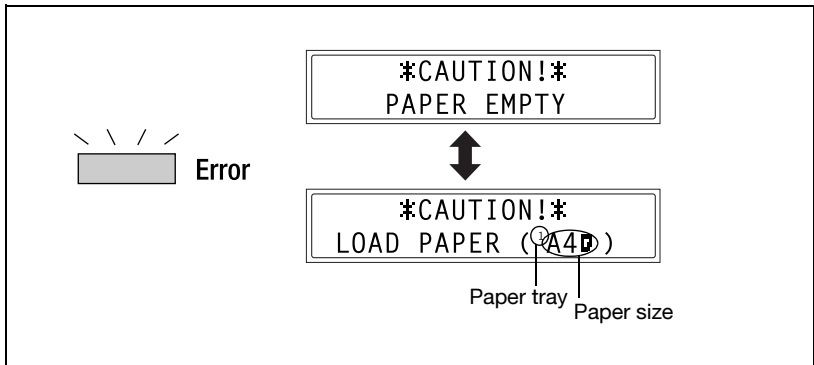[A]: Letters can be typed in.

3 Press the [Yes] key.
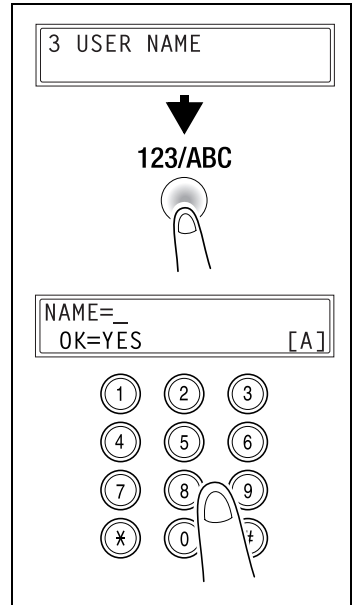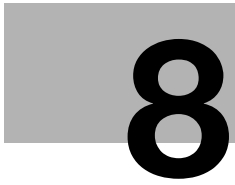
8 When a message appears

8 When a message appears

8.1 When the message PAPER EMPTY appears

PAPER EMPTY message

When the currently selected paper tray runs out of paper, the message shown below appears, and printing cannot continue.
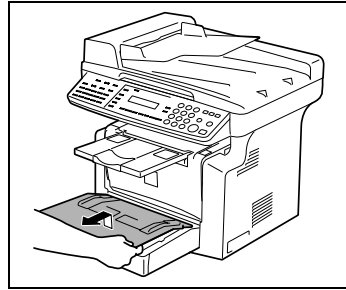

Check the paper tray that has run out of paper, and then supply paper according to the following procedures.
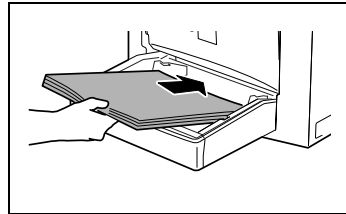
Indicator	Paper tray
1	Tray 1
2	Tray 2
⊥	Bypass tray

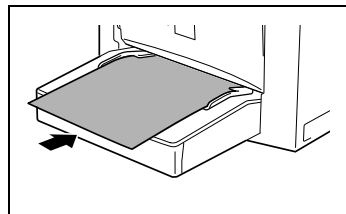**Loading paper into tray 1**

1 Remove the bypass tray.

2 Load the paper in the tray so that the front side of the paper (the side facing up when the package was unwrapped) faces up.

3 Attach the bypass tray in its original position.

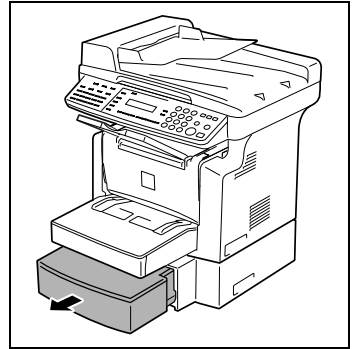**Loading paper into the bypass tray**

The bypass tray can be loaded with a maximum of 1 envelope, 1 OHP transparency, 1 card, or 10 sheets of plain paper.

➔ Load the paper so that the front side of the paper (the side facing up when the package was unwrapped) faces up.
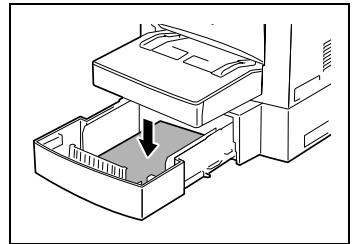
Loading paper into tray 2 (option)

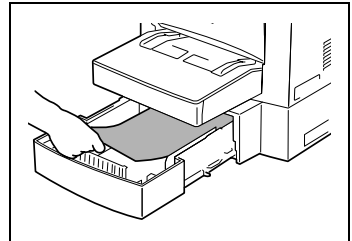**1** Pull out the drawer for tray 2.

2 Remove the drawer cover, and then press down on the paper-lifting plate until it locks into place.

3 Load the paper into the drawer so that the front side of the paper (the side facing up when the package was unwrapped) faces up.

4 Attach the drawer cover, and then return the drawer for tray 2 to its original position.

8.2   When the message TONER EMPTY appears

TONER EMPTY message

When toner is about to run out, the message shown below appears, indicating that the toner is almost empty. When this message appears, replace the toner cartridge with a new one as soon as possible. If you continue making copies, the toner will be emptied, and copies can no longer be made.
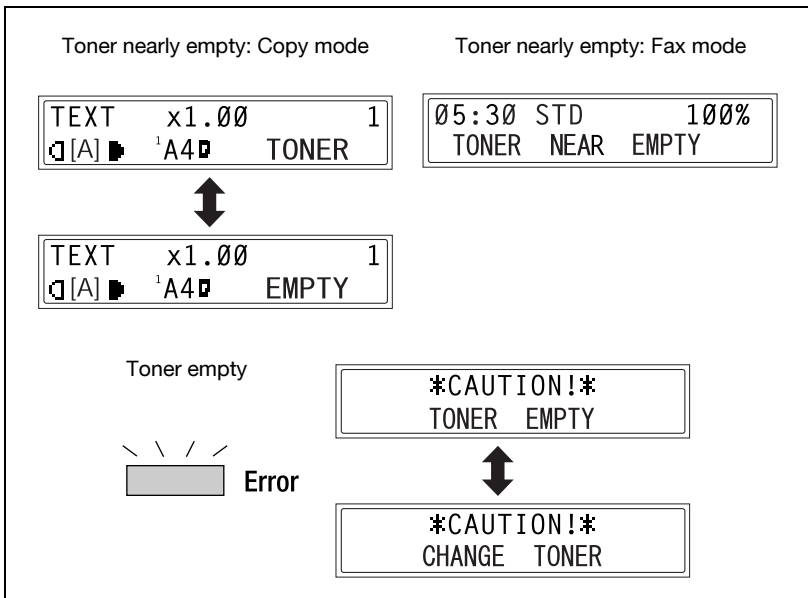
⚠ **CAUTION**

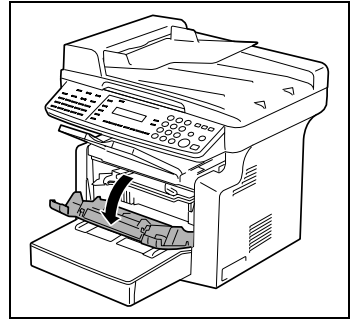**Used toner cartridges.**

➔   In order to prevent the used toner cartridge from dirtying anything, keep it in the box.

➔   Dispose of the used toner cartridge according to your local regulations.

➔   Use only the toner that has been manufactured specifically for this machine. Never use any other types of toner, as a malfunction could result. For details, contact your service representative.

Replacing the toner cartridge

1 Open the front cover.
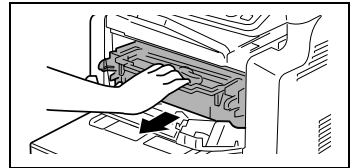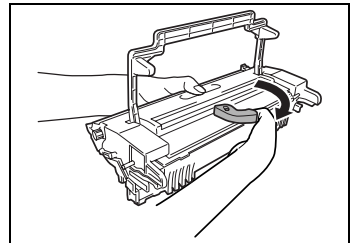
⚠ **CAUTION**

Decreased image quality.

➔ Since the imaging cartridge can easily be damaged by light, exposing the cartridge to light for a long period of time will result in decreased image quality.

2 Grab the handle of the imaging cartridge, and then pull it toward you to remove the cartridge.

3 Move the lever in the direction of the arrow to release the lock.

⚠ **CAUTION**

Incorrect handling of toner cartridge.

➔   When separating the toner cartridge from the drum cartridge, do not tilt the cartridge, otherwise toner may spill.

➔   Do not touch the PC drum under the flap of the drum cartridge, otherwise decreased image quality may result.

➔   Do not touch any metal parts of the drum cartridge or toner cartridge, otherwise the units may be damaged by static electricity.

4   Remove the toner cartridge from the drum cartridge.

5   Shake the new toner cartridge well.
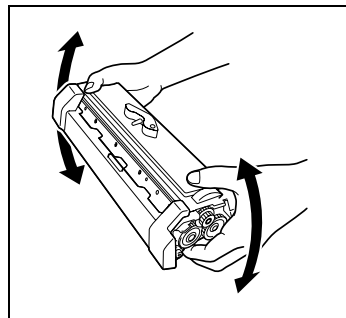
⚠ **CAUTION**

Decreased image quality.

➜ Do not touch the developer roller, otherwise decreased image quality may result.

6 Remove the protective cover from the toner cartridge.

Developer roller
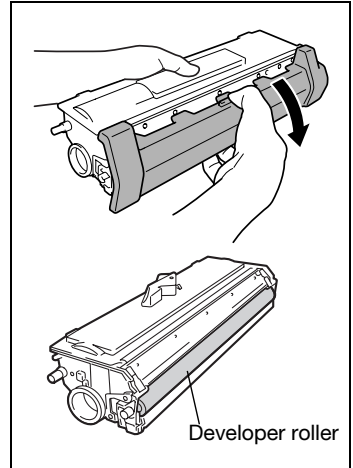
7 Align the blue parts of the drum cartridge and toner cartridge, and then attach them together.

Blue parts
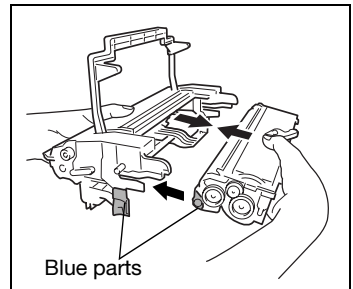
⚠ CAUTION

Incorrect handling of image cartridge.
➔ Do not push in the imaging cartridge with excessive force if the cartridge is not correctly aligned on the rail, otherwise the units may be damaged.

8 Align the tab on the imaging cartridge with the rail in the machine, and then install the cartridge.

9 Close the front cover.
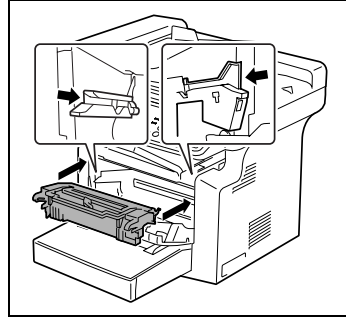
8.3 When the message D/C LIFE appears

When the drum cartridge has reached the end of its service life, the message shown below appears. When this message appears, replace the drum cartridge with a new one as soon as possible.

```
16:00 STD ▯    100%
       D/C LIFE
```

Error

```
16:00 STD ▯    100%
      CHANGE D/C
```

⚠ CAUTION

Used drum cartridges.

➔ In order to prevent the used drum cartridge from dirtying anything, keep it in the box.

➔ Dispose of the used drum cartridge according to your local regulations.

Replacing the drum cartridge

1 Open the front cover.

⚠ CAUTION

Decreased image quality.

➔ Since the imaging cartridge can easily be damaged by light, exposing the cartridge to light for a long period of time will result in decreased image quality.

2 Grab the handle of the imaging cartridge, and then pull it toward you to remove the cartridge.

3 Move the lever in the direction of the arrow to release the lock.

⚠ **CAUTION**

Incorrect handling of toner cartridge.

➜ When separating the toner cartridge from the drum cartridge, do not tilt the cartridge, otherwise toner may spill.

➜ Do not touch the PC drum under the flap of the drum cartridge, otherwise decreased image quality may result.

➜ Do not touch any metal parts of the drum cartridge or toner cartridge, otherwise the units may be damaged by static electricity.

4 Remove the toner cartridge from the drum cartridge.

5 Align the blue parts of the drum cartridge and toner cartridge, and then attach them together.

Blue parts

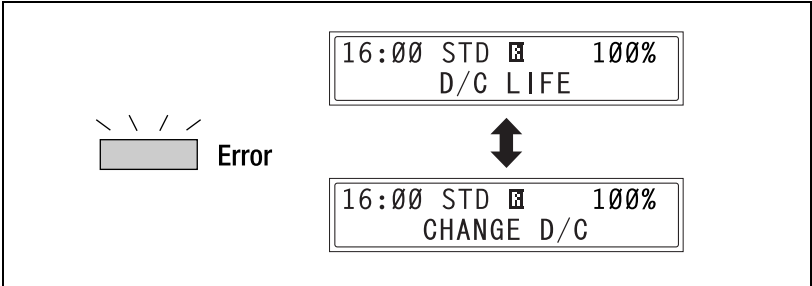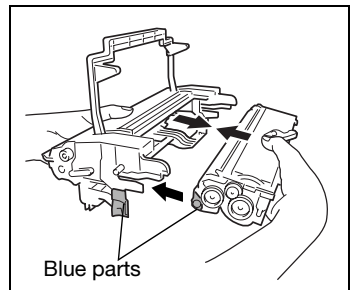## ⚠ **CAUTION**

Incorrect handling of image cartridge.

➔　Do not push in the imaging cartridge with excessive force if the cartridge is not correctly aligned on the rail, otherwise the units may be damaged.

6　Align the tab on the imaging cartridge with the rail in the machine, and then install the cartridge.

7　Close the front cover.
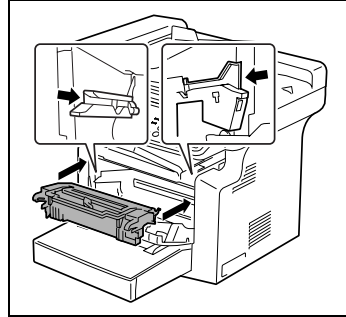
🔍
Detail
After replacing the drum cartridge, specify the necessary setting for the function on the USER MANAGEMENT menu in the utility mode. For details, refer to "Selecting the USER MANAGEMENT menu" on page 7-17.

8.4 When the message PAPER MISFEED appears

PAPER MISFEED message

If the message shown below appears during printing and the machine stops operating, a paper misfeed has occurred in a paper tray.

Follow the procedure described below to clear the misfeed paper.
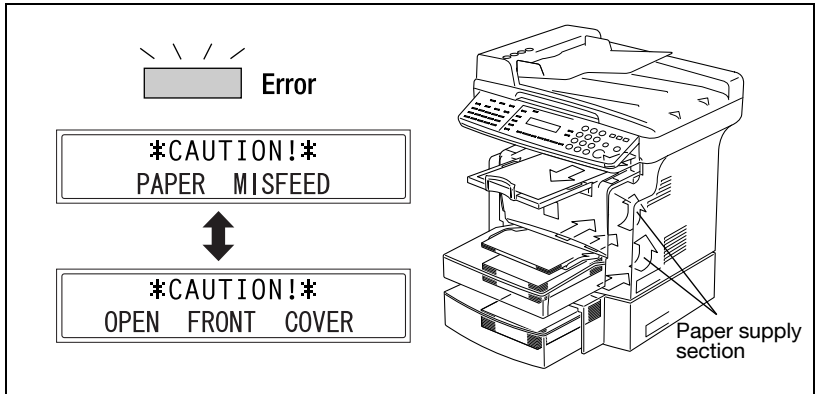
Clearing a paper misfeed in the paper trays

1 Remove all paper from the bypass tray.
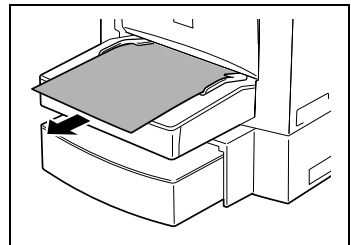
2 Remove the bypass tray.
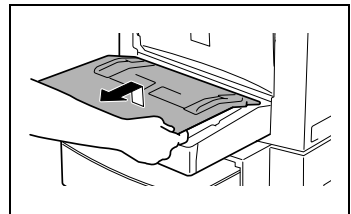
3 Remove all paper from tray 1. Do not reuse paper that has been misfed.
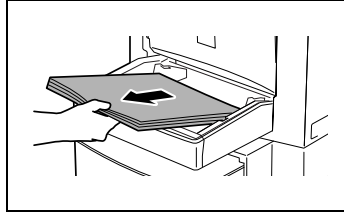
4 Reload the paper stack in the tray.

5 Attach the tray removed in step 2.

6 Reload the paper removed in step 1.
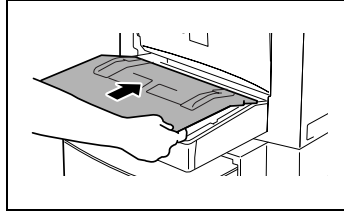
7 Remove the cover of optional tray 2, and then pull out the drawer.
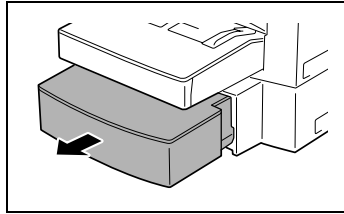
8 Remove all paper from the drawer.
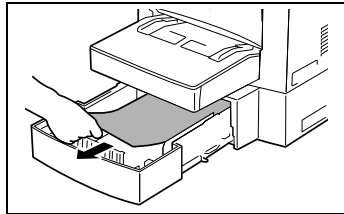
9 Reload the paper stack into the drawer, and then slide the drawer back into the paper feed cassette.
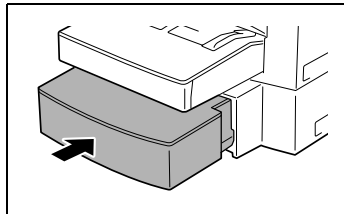
10 Open, then close the front cover.
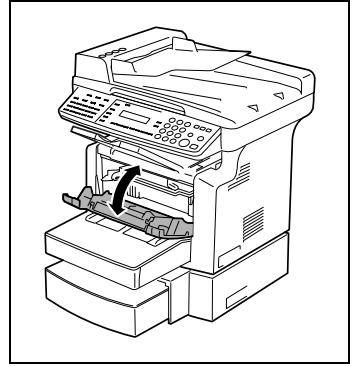
8.5 When the message PAPER JAM appears

PAPER JAM message

If the message shown below appears during printing and the machine stops operating, a paper misfeed has occurred in the machine.

Follow the procedure described below to clear the misfed paper.
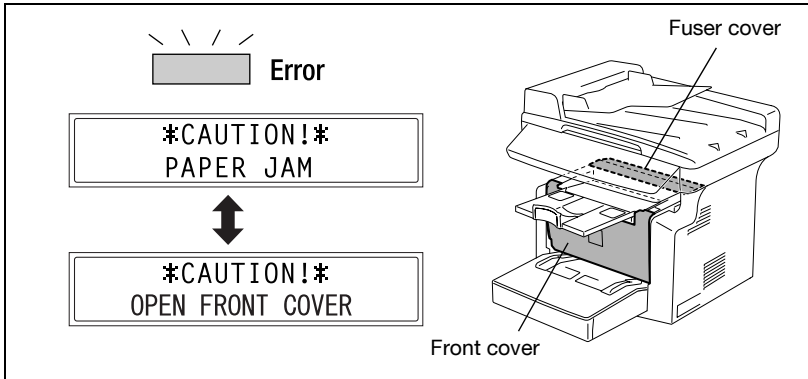
⚠ CAUTION

The area around the fusing unit is extremely hot.

➔ Touching any part other than the paper may result in burns.

Clearing a paper misfeed in the machine

1 Open the front cover.
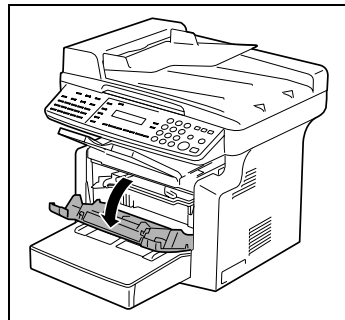
2 Remove the imaging cartridge.
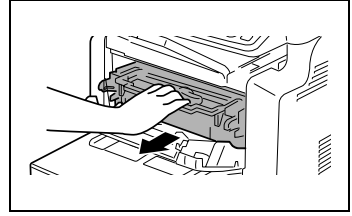
3 Check the paper misfeed position.

? Do you want to clear the paper misfeeds?

→ When the paper misfeed has occurred at the fusing section continue with step 4.

→ When the paper misfeed has occurred at the separating section continue with step 8.

Fusing section

Separating section
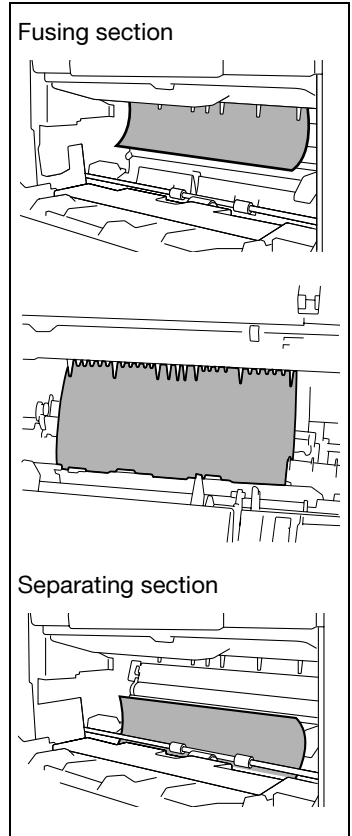
4 Open the fuser cover at the rear side of the machine.
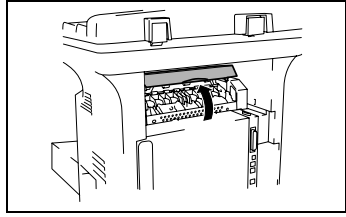
5 Grab both sides of the paper, and then pull it out upward.
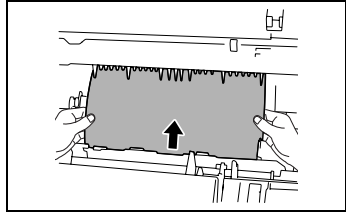
6 Grab both sides of the paper, and then carefully pull out the sheet of paper.
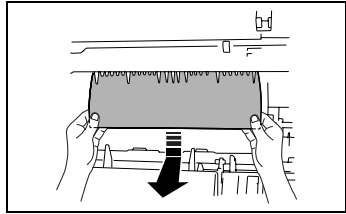
7 Close the fuser cover.
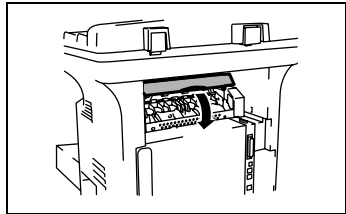
8 Grab both sides of the paper, and then carefully pull the sheet of paper straight upward.
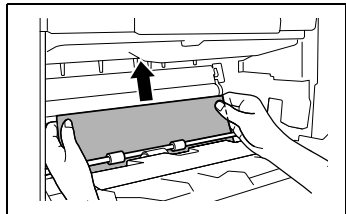
⚠ **CAUTION**

Incorrect handling of imaging cartridge.

→ Do not push in the imaging cartridge with excessive force if the cartridge is not correctly aligned on the rail, otherwise the units may be damaged.

9 Align the tab on the imaging cartridge with the rail in the machine, and then install the cartridge.

10 Close the front cover.

🔍
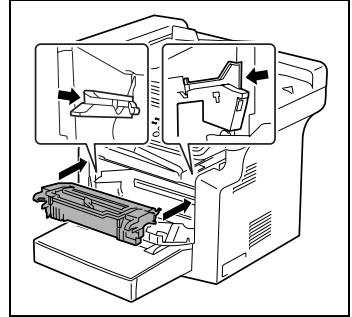
Detail
If PAPER JAM remains displayed, even after the misfeed-clearing procedure is performed, refer to "What does each message mean?" on page 8-28.

8.6 When the message ORIGINAL DOC. JAM appears

ORIGINAL DOC. JAM message

If the message shown below appears while scanning an original with the automatic document feeder and the machine stops operating, a paper misfeed has occurred in the automatic document feeder.

Follow the procedure described below to clear the misfed paper.
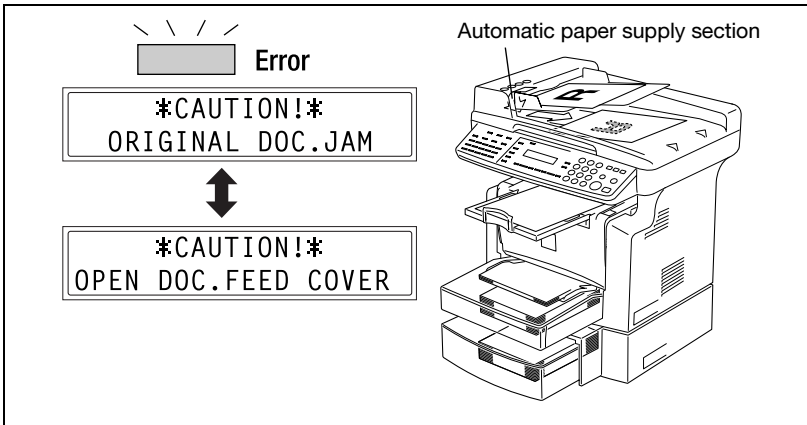
Clearing a paper misfeed in automatic document feeder

1 Open the document feeder cover.
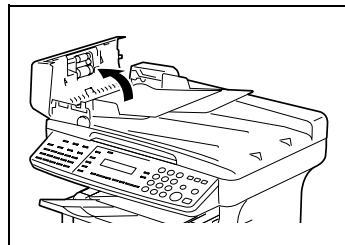
2 Unload the document from the document feeder tray.
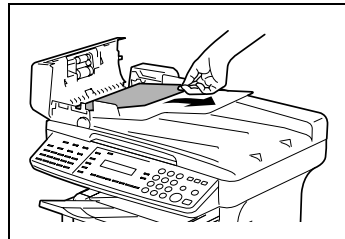
3 Raise the automatic document feed-
er.
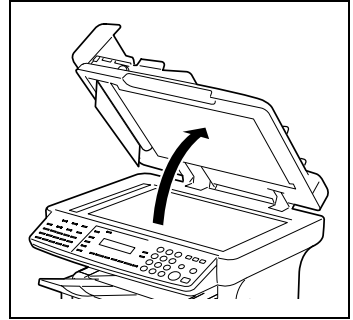
4 While turning the document feed
knob in the direction of the arrow,
gently pull out the original.
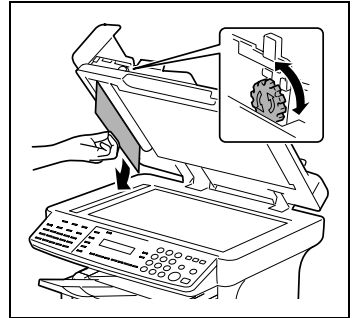
5 Close the document feeder cover.

6 Load the documents removed in
step 2 back into the tray.

Replace the document page that
was misfed, according to the page
number indicated in the display.

8.7 When the message PAPER SIZE ERROR appears

PAPER SIZE ERROR message

If the paper size specified for a paper tray differs from the size of the paper loaded in the tray, the message shown below appears when paper is fed from that tray.
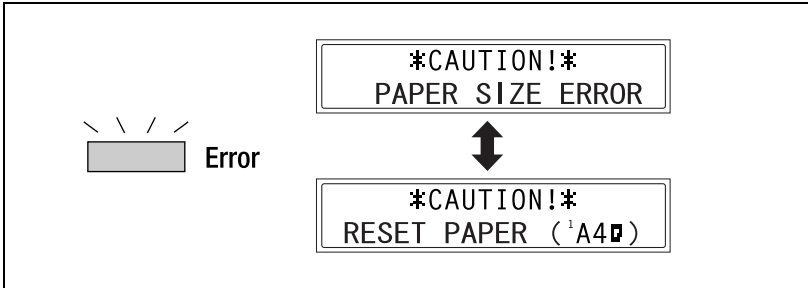
Check the message for the paper tray and the paper size to be fed, and paper according to the corresponding procedure described below.

Paper size error for tray 1

1 Select **TRAY1 PAPER**.
For details, refer to "Paper source settings" on page 7-13.

2 Press the [1] key of the 10-key pad, and then specify the correct paper size and type.
For details, refer to "Specifying TRAY1 PAPER" on page 7-14.
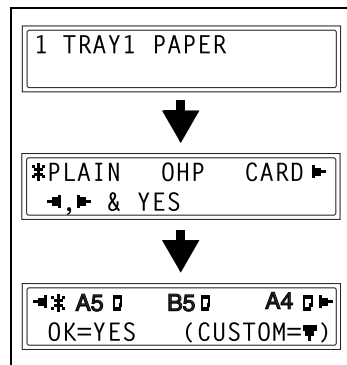
3 Remove the bypass tray, and then remove all paper from the tray 1.
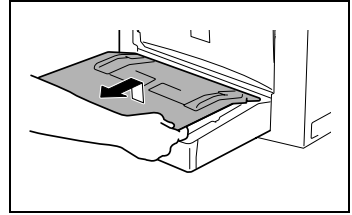
4 Load the desired paper into the tray.

5 Try performing the copy cycle again.
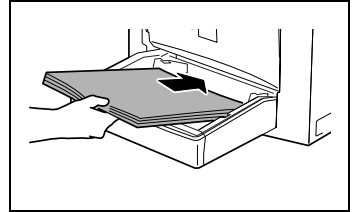
Paper size error for the bypass tray

1 Remove all paper from the bypass tray.
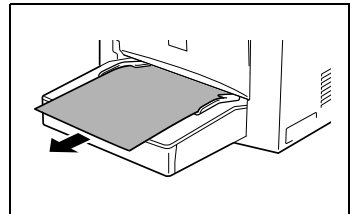
2 Load the desired paper into the tray.
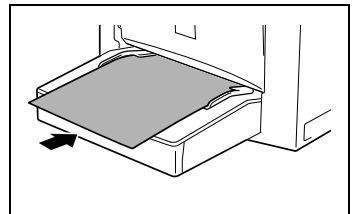
3   Select the setting for the size and type of paper that is loaded.
For details, refer to "Specifying the size and type of manually fed paper" on page 4-6.

4   Try performing the copy cycle again.

```
┌─────────────────────────────┐
│TEXT   x1.00          1      │
│◁[A]▶ ⏦A4◻? ReSET= NO        │
└─────────────────────────────┘
            ⬇
┌─────────────────────────────┐
│✳PLAIN   OHP    CARD▶         │
│ ◄,▶ & YES                   │
└─────────────────────────────┘
            ⬇
┌─────────────────────────────┐
│◄✳ A5 ◻    B5◻     A4 ◻▶      │
│ OK=YES    (CUSTOM=▼)         │
└─────────────────────────────┘
```

8.8 When the message MACHINE TROUBLE appears

If the message shown below appears, some machine malfunction has occurred. Contact your service representative. When contacting the service representative, be sure to inform them of the machine code (error code: C####) that was indicated.
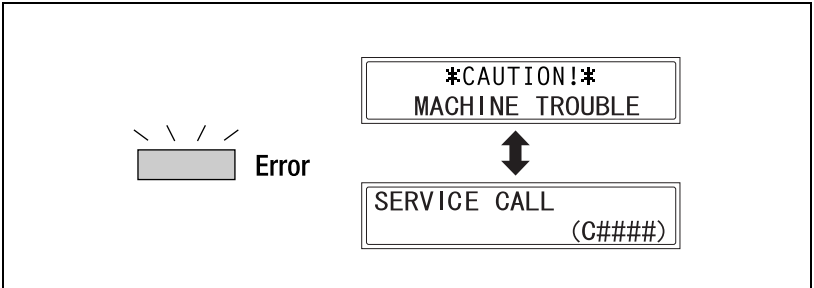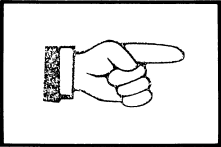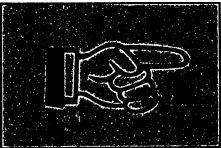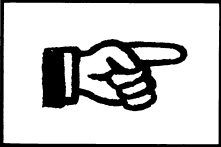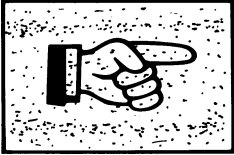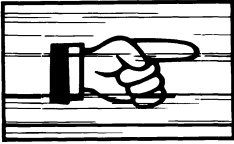
8.9 What does each message mean?
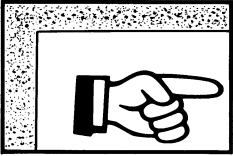
Message	Cause	Action
REMOVE PAPER IN BYPASS TRAY	Paper is loaded in the by-pass tray.	Remove the paper from the bypass tray.
FRONT COVER OPEN ↕ CLOSE FRONT COVER	The front cover of the main unit is open or not securely closed.	Securely close the front cover.
DOCUMENT COVER OPEN ↕ CLOSE DOCUMENT COVER	The automatic document feeder is lifted up (while a document is loaded into it).	Securely close the automatic document feeder or remove the document from the automatic document feeder.
DOC.FEED COVER OPEN ↕ CLOSE DOC.FEED COVER	The document feeder cover is open.	Securely close the document feeder cover.
MEMORY FULL ↕ PRESS ANY KEY	The size of the data for the scanned document has exceeded the capacity of the memory.	Press the [Panel reset] key, or turn the machine off, then on again. (The scanned data should be cleared from the memory.)
MACHINE TROUBLE ↕ SERVICE CALL (C####)	Some problem occurred in the machine.	Turn the machine off, then on again. If the error is still displayed, contact your service representative.
FUSER COVER OPEN ↕ CLOSE FUSER COVER	The fuser cover of the main unit is open or not securely closed.	Securely close the fuser cover.
PAPER JAM ↕ OPEN FRONT COVER	A paper misfeed occurred.	Perform the misfeed-clearing procedure. (page 8-18)
	All misfed paper was not removed from the main unit.	
	The fuser cover of the main unit is open or not securely closed.	Close the fuser cover, then open and close the front cover.
NO SUITABLE PAPER ↕ LOAD PAPER (LT)	In fax mode, plain paper of a size other than letter, legal or A4 is loaded into the paper tray.	Load plain paper of the appropriate size into tray 1 or the optional tray 2.
INCORRECT T/C TYPE ↕ CHANGE T/C	Incorrect type of toner cartridge is installed.	Install the correct type of toner cartridge. (p. 8-6)
	Toner cartridge is not installed.	Install the toner cartridge. (page 8-7)

Message	Cause	Action
LINE PROBLEM ↕ (Flashing alternately) CHECK LINE	The telephone dialing system or telephone wiring system are not set correctly.	Check the telephone dialing system or telephone wiring system and use the appropriate Utility mode function to make the correct settings.
	The telephone cable is not attached correctly.	Correctly connect the telephone cable.
COMM.ERROR (####)	Communication is not possible because of some problem in the machine.	Check the transmission results.
	Communication is not possible because of a problem with the recipient/caller's fax machine.	
REDIAL ALL FAILED	All redial attempts failed because either the recipient's line is busy or there was no answer.	Check the condition of the recipient's line, and then try sending the fax again.
MEM.FULL/TX CANCEL	While sending a fax, the size of the data for the scanned image has exceeded the capacity of the memory.	Retrieve all received faxes stored in the memory.
		Send the fax by direct transmission.
MEM.FULL/RX CANCEL	While receiving a fax, the size of the data for the received image has exceeded the capacity of the memory.	Retrieve all received faxes stored in the memory.
FILE FULL/TX CANCEL	While sending a fax, the maximum of number of managed memory file is used.	Retrieve all received faxes stored in the memory.
FILE FULL/RX CANCEL	While receiving a fax, the maximum of number of managed memory file is used.	Retrieve all received faxes stored in the memory.
HANG UP THE PHONE	The receiver of the connected telephone is lifted.	Replace the receiver of the connected telephone on the hook.
TEXT ×1.00 1 ([A] #XXX: EMPTY	(While specifying copy settings) The selected paper tray has run out of paper. "#" indicates the paper tray, and "XXX" indicates the paper size.	Either load paper of the specified size into the specified paper tray, or press the [Paper] key and select a different paper size.
TEXT ×1.00 1 ([A] #XXX: Fax Err	A fax error occurred while an operation was being performed in Copy mode.	Press the [Fax] key to check the error condition, and take appropriate measures.
TEXT ×1.00 1 ([A] #XXX: Comm.Err	A fax transmission error occurred while an operation was being performed in Copy mode.	Press the [Fax] key to check the error condition, and take appropriate measures.

8.10 When incorrect copies are produced

Symptom	Possible cause	Action
The image is too light.	The density level for the Auto setting is set to "LIGHT".	Adjust the setting for DENSITY LEVEL (A) in the utility mode. (p. 7-23) Otherwise, cancel the "Auto" density setting, and then manually select the desired density setting. (p. 4-12)
	The density level is set to light.	Press the [▶] key, and then select a darker copy density. (p. 4-12)
	Does the message TONER EMPTY appear in the display?	Change the toner cartridge with a new one. (p. 8-7)
	The paper is damp.	Change the paper.
The image is too dark.	The density level for the Auto setting is set to dark.	Adjust the setting for DENSITY LEVEL (A) in the utility mode. (p. 7-23) Otherwise, cancel the "Auto" density setting, and then manually select the desired density setting. (p. 4-12)
	The density level is set to dark.	Press the [◀] key, and then select a lighter copy density. (p. 4-12)
	The original glass surface is dirty.	Wipe the original glass clean with a soft, dry cloth.
	The original is not held tightly against the original glass.	Place the original in position so that it is held tightly against the original glass.
The copy is blurry.	The paper is damp.	Change the paper.

Symptom	Possible cause	Action
The copy has dark specks or spots.	The original glass surface is dirty.	Wipe the original glass clean with a soft, dry cloth.
	The original pad is dirty.	Wipe the original pad clean with a soft cloth dampened with neutral detergent.
	The original is highly transparent.	Place a blank sheet of paper over the original.
The copy has lines.	The original is 2-sided.	If a thin double-sided document is being copied, the information on the back side may be reproduced in the copy. Press the [◀] key and select a lighter copy density.
	Something is sticking to the original glass (when the automatic document feeder is used).	Wipe the original glass clean with a soft, dry cloth.
	The drum cartridge has reached the end of its service life.	Contact your service representative.
The image on the copy is not aligned properly.	The original is not placed in the correct position.	Place the original correctly on the original glass against the original scales. or, load it in the automatic document feeder correctly along the document guide plates.
	The original may not be suitable for use in the automatic document feeder.	Raise the automatic document feeder and place the original on the original glass correctly against the original scales.
	The paper guides are not pressed up against the paper stack in the tray.	Slide the paper guides against the edges of the paper stack.
	The paper has an excessive curl.	Smooth out curls in the paper and reload the paper stack in the tray.
The printed page is curled.	The paper that was used curls easily (as with recycled paper).	Remove the paper from the paper tray, turn it over, and then load it again.
		Change the paper.

Symptom	Possible cause	Action
The edge of the copy is dirty. 	The original pad is dirty.	Wipe the original pad clean with a soft cloth dampened with neutral detergent.
	You have selected paper of a size larger than the original (when the zoom ratio is full size).	Select paper that is the same size as the document. Otherwise, enlarge the copy to the selected paper size.
	The original is not placed in the correct position (when the zoom ratio is full size).	Select the same paper size as the original. Or, reload the paper in the same direction as the original.
	The reduction ratio selected does not match the paper size (when the copy is made at a manually adjusted reduction ratio).	Select a zoom ratio that adjusts the copy size to the size of the selected paper. Otherwise, make a reduced copy with a zoom ratio that matches the paper size.

* If the problem is not corrected even after the operations described above are performed, contact your service representative.

8.11 The machine is not functioning as designed

Symptom	Possible cause	Action
Nothing appears in the display.	Is only the [Start] key lit green?	The energy save mode is enabled. Press any key on the control panel to cancel energy save mode.
	Has the machine been turned on?	Check that the power cord is firmly connected and that the | (on) side of the power switch has been pressed.
	Is the contrast of the display too light?	From the machine setting menu of the utility mode, adjust the display to the correct contrast. Refer to "Specifying LCD CONTRAST" on page 7-10.
The [Start] key indicator does not light up green.	The machine has just been turned on and is warming up.	It takes the machine less than 25 seconds to be ready to make copies after it has been turned on. Please wait.
The machine does not operate when it is turned on.	The power cord is left unplugged.	Plug the power cord into the power outlet.
	The room's circuit breaker is open.	Close the room's circuit breaker.

* If the problem is not corrected even after the operations described are performed, turn off the machine, unplug its power cord, and then contact the service representative.

8.12 When faxing is not performed correctly

Faxes cannot be sent

Symptom	Possible cause	Remedy
The document cannot be scanned.	The document is too thick.	Position the document on the original glass to send it. (p. 5-17)
	The document is too thin or too small.	Position the document on the original glass to send it. (p. 5-17)
The document was scanned at an angle.	The document is not positioned correctly.	Adjust the document guide plates for the size of the document. (p. 5-15)
The fax received by the recipient is not clear.	The document is not positioned correctly.	Position the document correctly. (p. 5-15 and p. 5-17)
	The original glass is dirty.	Wipe the glass with a soft, dry cloth. (p. 9-9)
	The text in the document is too faint.	Adjust the scanning contrast. (p. 7-58)
	There is a problem with the telephone connection or with the recipient's fax machine.	Check that this machine can make clean copies. If it can, try sending the fax again.
The fax received by the recipient is blank.	The document was sent with the front side facing down (while using the automatic document feeder).	Load the document with the front side facing up, and then try sending the fax again. (p. 5-15)
Faxes cannot be sent automatically.	The fax number is wrong.	Check the fax number.
	A number specifically for telephone calls is being dialed.	Check the number.
	There is a problem with the recipient's fax machine (it is out of paper, it is not set to receive faxes automatically, it is turned off, etc.).	Contact the recipient.

Faxes cannot be received

Symptom	Possible cause	Remedy
The received fax is not clear.	Paper that does not meet specifications has been used.	Use paper that meets specifications. (p. 3-26)
	The paper is damp.	Replace the paper. (p. 8-4 and p. 8-4)
	The toner is empty.	Replace the toner bottle with a new one. (p. 8-7)
	There is a problem with the telephone connection or with the caller's fax machine.	Check that the machine can make clean copies. If it can, have the caller send the fax again.
The received fax is blank.	The toner is empty.	Replace the toner bottle with a new one. (p. 8-7)
	The caller sent the back of the fax pages.	Contact the caller.
Faxes cannot be received automatically.	The machine is set to receive faxes manually.	Set the machine to automatic reception. (p. 7-64)
	The memory is full.	Load paper if it is empty, and then print the faxes stored in the memory.
	Some error occurred.	Follow the instructions in any messages that appear on the display. (p. 8-28)
Black streaks appear through the print.	There is a problem with the telephone connection or with the caller's fax machine.	Check that the machine can make clean print. If it can, have the caller send the fax again.

Calls cannot be sent

Symptom	Possible cause	Remedy
Nothing can be heard from the connected telephone.	The cord from the telephone is not connected correctly to the main unit.	Correctly connect the telephone cord to the main unit.
	The telephone cord from the wall jack is not connected correctly to the main unit.	Correctly connect the telephone cord from the wall jack to the main unit.
	Transmitting.	Check again after the transmission is finished.
After dialing, the ringing cannot be heard.	The telephone dialing system (TONE/PULSE) is not set correctly.	Correctly set the telephone dialing system. (p. 7-71)
	The telephone wiring system (PSTN/PBX) is not set correctly.	Correctly set the telephone wiring system. (p. 7-73)
After the [Speaker] key is pressed, it is difficult to hear the recipient/caller's voice.	The monitoring volume is too low.	Increase the monitoring volume. (p. 7-72)
The ringing of the telephone is too low (loud).	The ringer volume of the connected telephone is set too low (loud).	Adjust the ringer volume of the connected telephone.

9 Miscellaneous

9 Miscellaneous

9.1 Specifications

bizhub 160f

Specification	
Type	Desktop
Platen type	Fixed platen (unit scanning)
Photoconductor	OPC
Copying system	Electrostatic dry powdered image transfer to plain paper
Developing system	Single component developing system
Fusing system	Lamp-heated roller
Resolution	600 dpi × 600 dpi
Types of original	• Types: Sheets, books • Size: Maximum Legal L
Kinds of paper	• Plain paper, recycled paper (60 g/m^2 to 90 g/m^2) • Exclusive paper: card (91 g/m^2 to 163 g/m^2), OHP transparencies, envelopes
Print paper size	**Tray 1/Bypass tray** A4 L, B5 L, A5 L, 16K L, Legal L, Letter L, Half Letter L, FLS (210 mm × 330 mm) **Custom size** Paper width: 90 mm to 216 mm Paper length: 140 mm to 356 mm

Capacity	**Tray 1**
	• Plain paper, recycled paper: 250 sheets (80 g/m^2)
	• Exclusive paper
	  card: 10 sheets
	  OHP transparencies: 5 sheets
	  envelopes: 1 sheet
	Bypass tray
	• Plain paper, recycled paper: 10 sheets (80 g/m^2)
	• Exclusive paper
	  card: 1 sheet
	  OHP transparencies: 1 sheet
	  envelopes: 1 sheet

Warm-up time	Less than 25 seconds at room temperature (23°C)
First copy	Less than 13 seconds (A4 L or Letter L)
First page print time	Less than 16 seconds (A4 L or Letter L)
Copy speed	• Print: 16 sheets/min (A4 L or Letter L) • Copy: 12 sheets/min (A4 L or Letter L)

Specification	
Zoom ratios	• Full size: × 1.00 • Enlargement ratios: × 1.15, × 1.41, × 2.00 and × 4.00 • Reduction ratios: × 0.81, × 0.70, × 0.50 and × 0.25 • Zoom ratios: × 0.25 to × 4.00 (in × 0.01 increments)
Multiple copies	1 to 99 sheets
Density control	Auto text mode, text mode, and photo mode
Lost image	• Leading edge: 4 mm, Trailing edge: 4 mm • Rear edge: 4 mm, Front edge: 4 mm
Power requirements	120 V - 127 V: less than 7.2 A, 60 Hz 220 V - 240 V: less than 3.8 A, 50/60 Hz
Power consumption	120 V - 127 V: less than 840 W 220 V - 240 V: less than 850 W
Dimensions	508 mm (width) × 608 mm (depth) × 468 mm (height)
Standard memory	16 MB
Weight	17.3 kg

L: Lengthwise

Automatic document feeder

Specification	
Document feeding system	Standard mode: 1-sided original
Kinds of original	Plain paper: 35 g/m^2 to 128 g/m^2
Original size	• A4 L, B5 L, A5 L, Legal L, Letter L, Half Letter L • Custom size Paper width: 138 mm to 216 mm, Paper length: 130 mm to 356 mm
Capacity of document feed tray	Maximum 50 sheets (80 g/m^2)
Power consumption	30 W
Dimensions	506 mm (width) × 350 mm (depth) × 90 mm (height)
Weight	3 kg

L: Lengthwise

Paper feed unit PF-501

Specification	
Kinds or paper	Plain paper, recycled paper (60 g/m^2 to 90 g/m^2)
Paper sizes	A4 L, Letter L
Capacity	500 sheets (80 g/m^2)
Power consumption	Less than 7 W
Dimensions	401 mm (width) × 615 mm (depth) × 138 mm (height)
Weight	4 kg

L: Lengthwise

9.2 List of utility/function menu commands

Utility menu commands

Manufacturer's default settings appear in bold.

Menu	Function	Settings
1 MACHINE SETTING	1 AUTO PANEL RESET	***ON*** (0.5/***1***/2/3/4/5)/OFF
	2 ENERGY SAVE MODE	TIMER=1-240 min. (Default: ***15 min***
	3 DENSITY (ADF)	***MODE1***/MODE2
	4 DENSITY (BOOK)	***MODE1***/MODE2
	5 PRINT DENSITY	LIGHT to DARK (6 levels)
	6 LCD CONTRAST	LIGHT to DARK (4 levels)
	7 LANGUAGE	Default: ***ENGLISH***
	8 LAMP OFF TIME	***MODE1***/MODE2
	9 BUZZER VOLUME	HIGH/***LOW***/OFF
	0 INITIAL MODE	***COPY***/FAX
2 PAPER SOURCE SETUP	1 TRAY1 PAPER	***PLAIN***/OHP/CARD/ENVELOPE A5 ▯/B5 ▯/***A4*** ▯/FLS/16K ▯/HL ▯/LT ▯/LG ▯/ CUSTOM
	2 TRAY SETTING	(For each paper tray) FIXED/***CONTINUOUS***
3 USER MANAGEMENT	CHANGE D/C	–
4 ADMIN. MANAGEMENT	REMOTE MONITOR	***LIMITED***/FULL/OFF
5 COPY SETTING	1 PAPER PRIORITY	***TRAY1***/TRAY2
	2 DENSITY PRIORITY	***AUTO***/MANUAL/PHOTO
	3 DENSITY LEVEL(A)	LIGHT to DARK (3 levels)
	4 DENSITY LEVEL(M)	LIGHT to DARK (9 levels)
	5 OUTPUT PRIORITY	***NON***/SORT
	6 RESOLUTION	***600 × 300***/600 × 600
6 FAX REGISTRATION	1 ONE-TOUCH DIAL	For details, refer to page 7-28.
	2 SPEED DIAL	For details, refer to page 7-32.
	3 GROUP DIAL	For details, refer to page 7-36.
	4 PROGRAM DIAL	For details, refer to page 7-40.
	5 BATCH TX	For details, refer to page 7-51.
	6 MAILBOX	For details, refer to page 7-55.

Menu	Function	Settings
7 TX OPERATION	1 SCAN CONTRAST	LIGHT to DARK (5 levels)
	2 RESOLUTION	*STD*/FINE/S/F/ H/T(STD/FINE/S/F)
	3 DEFAULT TX	*MEM.TX*/ADF TX
	4 HEADER	*ON*/OFF
8 RX OPERATION	1 MEMORY RX MODE	ON/*OFF*
	2 NO. of RINGS	1 to 16 (Default: *2*)
	3 REDUCTION RX	*ON*/OFF/CUT
	4 RX PRINT	*MEMORY RX*/PRINT RX
	5 RX MODE	*AUTO RX*/MANUAL RX
	6 FORWARD	ON/ON (PRINT)/*OFF*
	7 FOOTER	ON/*OFF*
	8 SELECT TRAY	(For each paper tray) DISABLE/*ENABLE*
	9 CLOSED NETWORK	ON/*OFF*
9 COMM.SETTING	1 TONE/PULSE	*TONE*/PULSE
	2 LINE MONITOR	HIGH/*LOW*/OFF
	3 PSTN/PBX	*PSTN*/PBX
10 REPORTING	1 ACTIVITY REPORT	*ON*/OFF
	2 RESERV.REPORT	ON/*OFF*
	3 TX RESULT REPORT	ON/*OFF*
	4 RX RESULT REPORT	ON/*OFF*
11 INITIAL USER DATA	1 DATE&TIME	For details, refer to page 7-78.
	2 USER FAX NO.	For details, refer to page 7-78.
	3 USER NAME	For details, refer to page 7-79.

Function menu commands

| Menu	Settings
1 BROADCAST	Recipients
2 TIMER TX	Transmission time
3 MAILBOX TX	Recipient, mailbox ID and password
4 PRINT MAILBOX RX	Mailbox ID
5 POLLING TX	SINGLE/MULTI, polling ID and password
6 POLLING RX	Caller, polling ID and password
7 RELAY INITIATE	Recipient, relay box ID and password
8 CANCEL RESERV.	Select job

9.3 Care of the machine

Cleaning

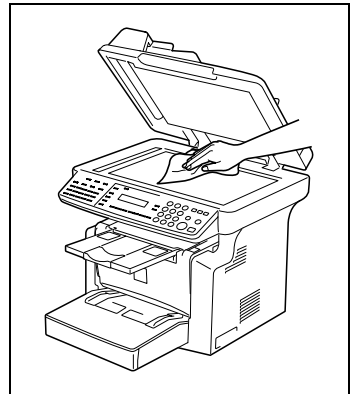Turn off the machine before cleaning it.

Housing cover

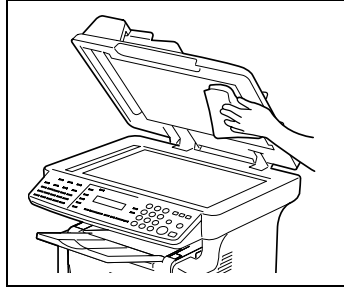➜ Wipe the surface of the housing cover with a soft cloth dampened with a mild household detergent.
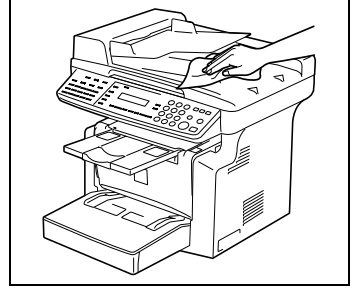
Original glass

➜ Wipe the surface of the original glass clean with a soft, dry cloth.

Original pad

➔ Wipe the surface of the original pad clean with a soft cloth dampened with a mild household detergent.
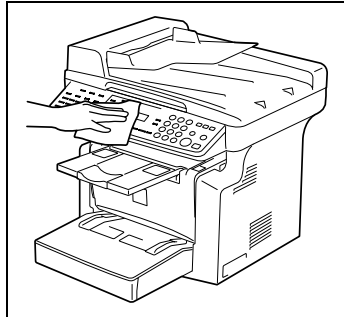
Control panel

⚠ **CAUTION**

Incorrectly cleaning the control panel keys may damage them.

➔ Never use mild household detergent or glass cleaner to clean the control panel.

➔ Wipe the surface of the control panel clean with a soft, dry cloth.

9.4 Function combination matrix

Conditions for combined functions

	Function set last	Paper		Zoom		Density				Original		Copy		Finishing	
Function set first		Manual paper selection (tray1 or tray2)	Manual paper selection (bypass tray)	Fixed zoom	Optional zoom	Auto density	Manual density	Text	Photo	Original glass	Automatic document feeder	Single-sided	2in1	Non-sort	Sort
Paper	Manual paper selection (tray1 or tray2)		○	×	×	×	×	×	×	×	×	×	×	×	×
	Manual paper selection (bypass tray)	○		×	×	×	×	×	×	×	×	×	×	×	×
Zoom	Fixed zoom	×	×		○	×	×	×	×	×	×	×	×	×	×
	Optional zoom	×	×	○		×	×	×	×	×	×	×	×	×	×
Density	Auto density	×	×	×	×		○	×	○	×	×	×	×	×	×
	Manual density	×	×	×	×	○		×	×	×	×	×	×	×	×
	Text	×	×	×	×	×	×		○	×	×	×	×	×	×
	Photo	×	×	×	×	○	×	○		×	×	×	×	×	×
Original	Original glass	×	×	×	×	×	×	×	×		○	×	○	×	○
	Automatic document feeder	×	×	×	×	×	×	×	×	○		×	×	×	×
Copy	Single-sided	×	×	×	×	×	×	×	×	×	×		○	×	×
	2in1	×	×	×	×	×	×	×	×	○	×	○		×	×
Finishing	Non-sort	×	×	×	×	×	×	×	×	×	×	×	×		○
	Sort	×	×	×	×	×	×	×	×	○	×	×	×	○	

Conditions for combined functions

Code	Description
×	The functions can be combined.
○	The functions cannot be combined.

9.5 Glossary

Term	Definition
Automatic redialing	If a call cannot be completed, for example if the recipient's machine is busy, the recipient is automatically called again. If a document queued in the memory to be sent contains multiple pages, until the time for redialing has been reached, it is advanced in the queue and sent.
Book document	A bound document such as a book or catalog.
F codes	F codes are mailbox functions, such as "SUB" (sub-addresses), "SEP" (selective polling), "SID" and "PWD" (passwords), regulated by the G3 standards of the ITU-T (International Telecommunication Union). Mailbox transmission/reception and relay initiation transmission are possible only with similar machines compatible with F code transmission.
Internet fax	Faxes can be transmitted via the Internet or an Intranet instead of through telephone lines. Instead of a fax number, the recipient's e-mail address is specified and the scanned image (TIFF format) can be sent as an e-mail message to a computer or Internet fax. In addition, e-mail messages from computers can be received as images.
General subscriber line	Analog telephone lines (public network)
JBIG coding method	New method of data compression/decompression, standardized by the Joint Bi-level Image Expert Working Group, a subcommittee of the International Telecommunications Union (ITU-T). Effective for transferring large amounts of data or high-resolution image data such as halftones.
Manual reception	Receiving a fax document after talking on the telephone.
Manual transmission	Sending a fax document after talking on the telephone.
Memory	Stores fax and copy image data. By installing expansion memory, much more image data can be stored in the memory.
Memory reception	When paper runs out or a paper misfeed occurs while receiving a fax, the data is automatically stored in the memory and printed out later. Even if the paper runs out during the night or when the user is away, the fax document can still be received.
Network scanner	This is a function that allows scanned images to be sent to a computer via a network. They can also be sent as e-mail messages or uploaded to FTP servers.
PBX	Abbreviation for private branch exchange Exchange equipment installed in a company or a plant to connect a number of telephone sets with multiple station lines in order to enable unrestricted communications between the telephone sets.
Protocols	The necessary rules for communication
Touch-tone signals	A signal used on the telephone line; used when calling on a push-button line or using push-button services. By pressing the [✳] key in the 10-key pad, touch-tone signals are used, even if a dial phone line is connected.

9.6 Paper size and zoom ratio tables

Paper sizes

Paper format	Metric size	English size
A3 Wide	311 mm × 457 mm	12-1/4 × 18
A3	297 mm × 420 mm	11-3/4 × 16-1/2
A4	210 mm × 297 mm	8-1/4 × 11-3/4
A5	148 mm × 210 mm	5-3/4 × 8-1/4
A6	105 mm × 148 mm	4-1/4 × 5-3/4
B4	257 mm × 364 mm	10 × 14-1/4
B5	182 mm × 257 mm	7-1/4 × 10
B6	128 mm × 182 mm	5 × 7-1/4

Paper format		English size	Metric size
Ledger		11 × 17	279 mm × 432 mm
11 × 14		11 × 14	279 mm × 356 mm
Computer		10-1/8 × 14	257 mm × 356 mm
10 × 14		10 × 14	254 mm × 356 mm
9-1/4 × 14		9-1/4 × 14	236 mm × 356 mm
Legal		8-1/2 × 14	216 mm × 356 mm
Foolscap	Government Legal	8-1/2 × 13	216 mm × 330 mm
Foolscap		8 × 13	203 mm × 330 mm
Foolscap		8-2/3 × 13	220 mm × 330 mm
Foolscap	Folio	8-1/4 × 13	210 mm × 330 mm
8-1/4 × 11-3/4		8-1/4 × 11-3/4	210 mm × 301 mm
Letter		8-1/2 × 11	216 mm × 279 mm
Government Letter		8 × 10-1/2	203 mm × 267 mm
Quarto		8 × 10	203 mm × 254 mm
Statement	Invoice	5-1/2 × 8-1/2	140 mm × 216 mm
4 × 6		4 × 6	102 mm × 152 mm

Zoom ratios

Metric sizes		
Document paper size	**Desired paper size**	**Zoom ratio**
A3 297 mm × 420 mm 11-3/4 × 16-1/2	A4	× 0.70
	A5	× 0.50
	B4	× 0.86
	B5	× 0.61
A4 210 mm × 297 mm 8-1/4 × 11-3/4	A5	× 0.70
	A6	× 0.50
	B5	× 0.86
	B6	× 0.61
	A3	× 1.41
	B4	× 1.22
A5 148 mm × 210 mm 5-3/4 × 8-1/4	A6	× 0.70
	B6	× 0.86
	A4	× 1.41
	A3	× 2.00
	B4	× 1.73
	B5	× 1.22
A6 105 mm × 148 mm 4-1/4 × 5-3/4	A4	× 2.00
	A5	× 1.41
	B5	× 1.73
	B6	× 1.22
B4 257 mm × 364 mm 10 × 14-1/4	A4	× 0.81
	A5	× 0.57
	B5	× 0.70
	B6	× 0.50
	A3	× 1.15
B5 182 mm × 257 mm 7-1/4 × 10	A5	× 0.81
	A6	× 0.57
	B6	× 0.70
	A3	× 1.64
	A4	× 1.15
	B4	× 1.41

Metric sizes		
Document paper size	**Desired paper size**	**Zoom ratio**
B6 128 mm × 182 mm 5 × 7-1/4	A6	× 0.81
	A4	× 1.64
	A5	× 1.15
	B4	× 2.00
	B5	× 1.41

English sizes		
Document paper size	**Desired paper size**	**Zoom ratio**
Ledger 11 × 17 279.4 mm × 431.8 mm	11 × 14	× 0.82
	Legal	× 0.72
	Foolscap	× 0.76
	Letter	× 0.64
	Invoice	× 0.50
11 × 15 279.4 mm × 381 mm	11 × 14	× 0.93
	Legal	× 0.77
	Foolscap	× 0.77
	Letter	× 0.73
	Invoice	× 0.50
11 × 14 279.4 mm × 355.6 mm	Legal	× 0.77
	Foolscap	× 0.77
	Letter	× 0.77
	Invoice	× 0.50
Legal 8-1/2 × 14 215.9 mm × 355.6 mm	Foolscap	× 0.92
	Letter	× 0.78
	Invoice	× 0.60
	11 × 17	× 1.21
Foolscap 8-1/2 × 13 215.9 mm × 330.2 mm	Letter	× 0.84
	Invoice	× 0.64
	11 × 17	× 1.29
	11 × 14	× 1.07
Letter 8-1/2 × 11 215.9 mm × 279.4 mm	Invoice	× 0.64
	11 × 17	× 1.29
	11 × 14	× 1.27

English sizes		
Document paper size	**Desired paper size**	**Zoom ratio**
Invoice 5-1/2 × 8-1/2 139.7 mm × 215.9 mm	11 × 17	× 2.00
	11 × 14	× 1.64
	Legal	× 1.54
	Foolscap	× 1.52
	Letter	× 1.29

Zoom ratio = Paper size/document size

1 inch = 25.4 mm

1 mm = 0.0394 inch

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